

City of Milpitas
Unapproved Minutes
Telecommunications Commission
January 28, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, D. Gupta, R. Gopalaroa, P. Peterson, V. Mathur, N. Gupta, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

City Council: J. Lawson I.S. Staff: T. Medina, E. Pasion

Members Absent, B. Anderson, I. Munir

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff distributed the current version of the local directory of elected officials and Milpitas Commissions and Committees. Staff also distributed copies of the 2002 Eco Pass to the Commission members. Finally, staff reported that CIO Bill Marion has been called to active duty and will be serving for a period of a month.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S R. Gopalaroa/N. Gupta Ayes: 9

V. Approval of the Minutes December 17, 2001

Commissioner Santos noted that the minutes should reflect that he would like a practical representation of the numbers reported in a bar graph or chart form. Commissioner Richerson noted that Commissioner Gopalaroa was reported twice in the roll call and it should have been Commissioner Mathur under members absent.

Motion to approve the minutes as amended.

M/S

G. Washburn/N. Gupta

Ayes: 9

VI. Citizen's Forum

No comments were taken from the audience.

**VII. Continued-New
Business:**

1. Announcement of newly
appointed Commissioners.

Deputy Chief Information Officer, Terry Medina, reported to the Commission of the recent reappointments of Commissioners Idrees Munir, Dinesh Gupta, Vishnu Mathur and Niranjana Gupta by the City Council.

These members have been designated to serve on the Telecommunications for a period of two years. The Commission congratulated the group on the reappointments.

Motion to note receipt and file.

M/S

Ayes: 9

2. Selection of 2002
Telecom Chair and Vice
Chair.

The members present were given the duty of selecting a Chair and Vice Chair to serve for another year representing the Milpitas Telecommunications Commission.

Commissioner David Richerson motioned to elect Albert Alcorn to serve as Chair for one calendar year. Commissioner Paul Peterson seconded the motion. The Commission voted unanimously to elect Albert Alcorn as Chair of the Telecommunications Commission.

Commissioner Niranjana Gupta motioned to elect George Washburn to serve as Vice Chair for one calendar year. Commissioner David Richerson seconded the motion. The Commission voted unanimously to elect George Washburn as Vice Chair of the Telecommunications Commission.

Commissioner Richerson informed Chair Alcorn that he would need to leave the rest of the meeting to answer an outside matter.

3. Discussion on Metro PC
Telecom Installation.

Staff introduced Troy Fujimoto from the planning department to provide a summary of the Metro PC installation request to be located at 66 Ranch Drive at an existing PG&E tower.

Vice Chair Washburn noted that several items on the questionnaire needed clarification involving the Metro PC installation request.

Question 3 was checked as broadband and it should

be stated as such but is not a major concern.

Question 8 the nearest roadway to the tower is the shopping center adjacent to the PG&E tower location.

Question 10 should be noted for the record that the Crowne Plaza is the next nearest tower location to the 66 Ranch Drive location.

The applicant noted that new structural calculation for the tower would be applied as part of the CPUC requirement.

Commissioner Santos added the he needed assurances that the tower would be able to handle a major earthquake unlike those of the KGO radio towers near Dumbarton Bridge. Vice Chair Washburn noted that due to the older design KGO radio towers the support system was never made to handle a major earthquake. The new tower designs would compensate for any major earthquake and be able to withstand a major geological event.

Motion to recommend approval to the planning commission.

M/S

V. Mathur/N. Gupta

Ayes: 8

4. Support of AB 1150 Status Report.

Staff reported that the original concept of AB1150, to local government agencies greater control of it streets and rights of way, was drastically altered in committee. The new draft of the bill now favors the telecommunications industry and areas of southern California with one provision for a community in northern California.

Staff noted that it would no longer pursue the support of AB 1150.

Motion to note receipt and file.

M/S

N. Gupta/D. Gupta

Ayes: 8

5. Distribution of Mid-Year finance report.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of current

fiscal status of the City of Milpitas as presented to the City Council.

The report detailed the status the city's finances and provided an outlook of what possible trends the city is planning for. Additionally, the report gave a detailed outline of the previous year's fiscal report and the current budget year's financial outlook.

Staff noted that the city has already taken numerous steps to counter the revenue shortfalls and those steps resulted in positive results to the overall budget.

Motion to note receipt and file.

M/S

D. Gupta/N. Gupta

Ayes: 8

6. Monthly update on the status of the new city hall.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the recent activities and construction projects involving the new city hall building.

An overhead presentation was provided to the group detailing the current level of work and progress being made with the installation of telephony and communications equipment in the new building.

Staff is current reviewing the construction schedule in order to provided a better representation of completion of the building. Several factors of material redeliveries and the final inspection and certification of the internal elevator system is currently at issue.

Motion to note receipt and file.

M/S

G. Washburn/D. Gupta

Ayes: 8

7. December 2001 Information Services Report.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the Information Services Department monthly report for December 2001.

The items that staff reported on accomplishment included the replacement of ATM equipment with Canoga Perkins fiber multiplexers, ongoing testing of

the mobile PD technology system and testing the wireless security measures, link to Gov e-commerce for online transaction and continuation of the VAX data conversion. Once completed the VAX system will be removed from the inventory.

Finally, Information Services was completing final updates to the E-911 dispatch center upgrade and replacement of the outdated components.

Motion to note receipt and file.

M/S

D. Gupta/N. Gupta

Ayes: 8

8. Round Table Discussions. Commissioner Santos needed clarification on the staffing for the Energy Commission. Staff noted that a plan is being worked out for the next meeting.

Staff noted that it would be reporting to the City Council the public safety technology update. The report would outline the current progress of the public safety technology implementation and provide a recommendation for replacement of several pieces of outdated equipment. Specifically, the review Tiburon Police RMS system, implement a Fire RMS system and finally an implement a permanent CAD with a vehicle location system. Additionally, staff would be recommending the E-911 radio and equipment replacement for approval by council.

Vice Chair Washburn noted that work is still in progress regarding the Nextel antenna installation at fire station one.

Chair Alcorn requested staff to relocate the February meeting to the Milpitas Fire Dept. training center. Staff would notify the Commission of the changes of the meeting location.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, February 25, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
February 25, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, D. Gupta, V. Mathur, I. Munir, N. Gupta, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

I.S. Staff: T. Medina, E. Pasion

Members Absent, City Council: J. Lawson, B. Anderson, R. Gopalaraa, and P. Peterson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Chair Alcorn informed the Commission that he has provided staff with a new email address to be used for future correspondence.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

R. Gopalaraa/N. Gupta

Ayes: 8

V. Approval of the Minutes January 28, 2002

Commissioner

Motion to approve the minutes as submitted.

M/S

N. Gupta/ G. Ali-Santosa

Ayes: 8

VI. Citizen's Forum

No comments were taken from the audience.

VII. Continued-New Business:

1. Monthly update on the status of the new city hall.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the recent activities and construction projects involving the new city hall building.

Staff reported that Pacific Bell has completed installation of several hundred pairs of data and communications wiring into the new building and soon testing of those wiring will commence. Staff also added that cable television wiring has also underway. AT&T reported to the City that it is awaiting delivery of a fiber node unit. Once the node is in place additional cable drops will be added throughout the building.

At this time city staff is awaiting final completion of the exterior construction work to seal the entire building. Once that is complete interior work and installation will move forward. Information Services will begin testing of all data and telephony connections in the building.

Move in is tentatively set for September 2002. A final recommendation for move-in will be determined in March.

Chair Alcorn suggested that the Commission be included in testing of the new council chamber once the audio and video equipment is ready for final testing.

Vice Chair Washburn asked if additional conduits were provided for the future integration of communications antennas from the rooftop. Staff noted that provisions were made to accommodate such an installation.

Chair Alcorn also asked if the public workstations would have access to the city's network. Staff noted that the public workstations will have limited access to the city's network and established security measures will be in place to prevent tampering.

Commissioner Richerson asked if there would be provision made to adding the emergency operations features to the mobile command vehicle in the police department. Staff noted that efforts are underway to make fire station one's training center classroom as a back up emergency operations center in the event the main emergency operations center, located at the police dispatch center, is inoperable. As for the police mobile command vehicle it serves as a back up dispatch center in the event the main dispatch center is also inoperable.

Commissioner Santosa asked if a duplicate mobile emergency operations unit could be feasible. Vice Chair Washburn added that it is best to keep the management of the emergency operations center within the EOC.

Motion to note receipt and file.

M/S

G. Washburn/D. Richerson

Ayes: 8

2. January 2002
Information Services
Report.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the Information Services Department monthly report for January 2002.

Projects for the month of January included, the integration of fiber cables to the police substation located at the Great Mall shopping center allowing access on to the city's network; repairs to fire station number four's communications data cables; application development for online surveys for the new library project; continued upgrade work to the records management system for police and fire dispatch center; the city's web site received 1.1 million hits during the month of January additionally staff is working on a improved and redesigned web site to rolled out mid year; the recreation services department is in the process of receiving software upgrades to its registration application; ongoing replace of the E-911 equipment and replacement of the dispatch center modular furniture.

Vice Chair Washburn asked of the status of the radio equipment replacement funding. Staff noted that the State would eventually responsible for the payment of the equipment.

Commissioner Dinesh Gupta asked of the following regarding the city's Intranet site and information regarding survey input of the Energy Task Force committee. Staff noted that the city's Intranet has been in operation; however, it has not been fully utilized. Further development is needed to improve the use of the city's Intranet net site. As for the other Commissions and providing information to the Intranet site staff noted that information would be best utilized on the main web site.

Chair Alcorn agreed that the city's main network should be kept secure.

Commissioner Dinesh Gupta asked of the following regarding the activities involving the video tape work and presentation done by staff and is it available to the public. Staff reported that a majority of the media presentations developed for specific presentations such as the annual commissioners dinner in January. If requested, that presentation can be made available.

Vice Chair Washburn asked of the current email warnings issued by the FBI. Staff reported that is has been notified in the past of such warnings and have acted accordingly; however, recently, there have been no such notifications made to the information services department.

Motion to note receipt and file.

M/S

N. Gupta/D. Richerson

Ayes: 8

3. Round Table Discussions. Vice Chair Washburn reported to the Commission that he would be assisting the city's emergency operations personnel on a silent test of one of the warning towers located on Milmont Drive. He also added there are no new updates regarding the installation of the Nextel communications tower at Fire Station One.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, March 18, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
March 18, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, D. Gupta, I. Munir, N. Gupta, R. Gopalaraa, G. Ali-Santosa (Alt #2)

City Council: J. Lawson I.S. Staff: T. Medina, E. Pasion

Members Absent, V. Mathur, D. Richerson (Alt #1) and P. Peterson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Chair Alcorn informed the Commission that Commissioner Bill Anderson has submitted a letter of resignation from the Telecommunications effective immediately. Chair Alcorn wished him well and thank him for the years of service on the Commission. He requested staff to draft a letter of thanks recognizing Mr. Anderson's dedication and service to the community.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

R. Gopalaraa/N. Gupta

Ayes: 7

V. Approval of the Minutes February 25, 2002

Commissioner

Motion to approve the minutes as submitted.

M/S

N. Gupta/ D. Gupta

Ayes: 7

VI. Citizen's Forum

No comments were taken from the audience.

VII. Continued-New Business:

1. Monthly update on the status of the new city hall.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the recent activities and construction projects involving the new city hall building.

He reported the City was replacing sections of wall panels that were exposed to mold damage and were in the process of replacement. He provided a project status of the new city hall and noted that a final date of completion would be given at the first city council meeting in April.

Motion to note receipt and file.

M/S

G. Washburn/N. Gupta

Ayes: 7

2. February 2002 Information Services Report.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the Information Services Department monthly report for February 2002.

Projects for the month of February included, the final conduit installation to Fire Station 4 allowing integration to the city's communications network, completion of network connectivity to the police substation at the Great Mall, final network connections to be established to Fire Station 2, the Milpitas Teen/Sports Center complex and Milpitas Senior Center. AT&T is being considered as a joint partner to complete this connection to these locations.

The police mobile project and the E9-11 dispatch center projects have been scheduled for completion and roll out for late June 2002. Information Services has been working diligently to meet the June completion and roll out date.

Council member Lawson noted that the City's Police department waited sometime for a product of this kind and is looking forward to its completion.

Commissioner Gopal Rao asked of the current VAX system in the City data center. Staff reported that work is also near completion of the migration of the VAX data information to the city's main computer systems. Eventually the VAX system will be removed from operation.

Motion to note receipt and file.

M/S

G. Washburn/N. Gupta

Ayes: 7

3. Round Table Discussions. Vice Chair Washburn reported to the Commission that a silent test activation of the warning towers located on Milmont Drive was completed last month. He and others determined that the system is in need up equipment upgrades but it would be the choice of the city or of the property owner to consider. He also added that progress is being make regarding the Nextel communications tower at Fire Station One. Nextel representatives and the Fire department have been working on a plan to start construction in the very near future.

Council member Lawson provided a summary of the visit to Washington, D.C. involving transportation matters effecting the City of Milpitas and Santa Clara County.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, April 15, 2002.

#

**City of Milpitas
Unapproved Minutes
Telecommunications Commission
April 15, 2002**

**I. Call to Order & Roll
Call:**

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, D. Gupta,
I. Munir, N. Gupta, R. Gopalaroa, V. Mathur, and P.
Peterson

G. Ali-Santosa (Alt #2)

City Council: J. Lawson I.S. Staff: T. Medina, E.
Pasion

Members Absent,

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Chair Alcorn informed the Commission that
Commissioner David Richerson has resignation from
the Telecommunications effective immediately. Chair
Alcorn wished him well thanked him for his dedication
services to the Milpitas community. He added that he
signed a letter of thanks was also sent to Mr.
Richerson and Mr. Anderson who also retired for the
Commission.

**IV. Approval of the
Agenda:**

Motion to approve the agenda as submitted.

M/S

R. Gopalaroa/N. Gupta

Ayes: 9

**V. Approval of the
Minutes March 18, 2002**

Commissioner

Motion to approve the minutes as submitted.

M/S

N. Gupta/ D. Gupta

Ayes: 9

VI. Citizen's Forum

No comments were taken from the audience.

VII. Continued-New Business:

1. Monthly update on the status of the new city hall.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the recent activities and construction projects involving the new city hall building.

He reported the City was evaluating the roles and responsibilities of the various groups involved in the development and completion of the city hall project and that it was analyzing current budget. The council mandated that the city hall project not exceed the budgeted amount of \$37.3 million and that staff find areas in the project that can be reduced to save on overall costs.

Staff also noted that the exterior pond was taking shape with a new improved waterfall design to the public viewing area of the new city hall.

Members of the Commission asked Council member Lawson if the method of design would be considered for the future city library project and noted that it would not be the first choice of project building and that the city has learned a great deal from the city hall project and will proceed differently in the future.

Motion to note receipt and file.

M/S

N. Gupta/D. Gupta

Ayes: 9

2. March 2002 Information Services Report.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the Information Services Department monthly report for March 2002.

Projects for the month included; the assistance of staff with the Fire Department SEMS employee training workshops, data and equipment connectivity to the new city hall complex, fire stations 3 and, community center, and the Great Mall Police

substation is nearing completion; negotiations are underway with XO Communications to complete fiber connections to fire stations 3 and 4 and connect the stations to the Information Services main data center; the next area completion for fiber connections are fire station 2, senior center and teen center sports center which are current out of the city fiber loop; information services is working towards a June launch of the police mobile computing system; and finally, the city web site received 1.3 million web hits in March. Staff noted the information services are developing a new and improved web site to be released mid-summer 2002.

Motion to note receipt and file.

M/S

N. Gupta/G. Washburn

Ayes: 9

3. Round Table Discussions. Vice Chair Washburn reported to the Commission that not very long after that last meeting Nextel has requested to table the antenna installation project at Milpitas fire station one. Nextel has offered to allow for competing vendors to possibly bid on the location. Mr. Washburn reported that he is working with Chief Weisgerber and Dixon on alternative options for this project and will report back on the changes.

At the request of Chair Alcorn council member Lawson provided an explanation of how and why the city's redevelopment agency operates and the current standards and application procedures in which it adhere to.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, May 20, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
May 20, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, N. Gupta, V. Mathur, and P. Peterson G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion

Members Absent, City Council: J. Lawson, D. Gupta, R. Gopalara

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Chair Alcorn welcomed back CIO Bill Marion to the Commission. Commissioner Ali-Santosa noted that his neighborhood is celebrating National Night Out on Saturday, August 10, 2002 and is inviting the Commissioners to participate.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

G. Washburn/I. Munir

Ayes: 7

V. Approval of the Minutes April 15, 2002

Commissioner

Motion to approve the minutes as submitted.

M/S

G. Ali-Santosa/I. Munir

Ayes: 7

VI. Citizen's Forum

No comments were taken from the audience.

VII. Continued-New

Business:

1. Review and discussion 1995 Telecom Master Plan.

Staff provided a brief summary of the Milpitas 1995 Telecommunications Master Plan. A general status report was present on number of phases that have been accomplished since its introduction.

Chair Alcorn noted to the Commission if there was a need to expand on the 1995 Master Plan and if there were any new areas that the City need to address and begin discussing for telecommunications needs.

Chief Information Officer, Bill Marion noted that there were items that may be considered as part of the five-year capital improvement program budget and certainly the Commission could begin planning as part of the continued development of the master plan. Mr. Marion noted the current CIP was already complete was to be presented to the city council on May 22. however, the Commission could make recommendations to be part of the telecommunications infrastructure and five year CIP.

Vice Chair Washburn noted that the Commission would need to know what items to consider for practical propose to be part of the overall master plan program.

Chair Alcorn agreed and requested staff to provide the Commission with a document with a summary of completed telecommunications projects in the city along with projects requiring or not requiring completion. Additionally, he requested that staff consider a weekend morning work session to explore what new or current areas in the city telecommunications infrastructure needs addressing.

Staff noted the Commission request and would provide dates for a weekend work session at its June meeting date.

Motion to note receipt and file.

M/S

N. Gupta/ I. Munir

Ayes: 7

2. Monthly update on the status of the new city hall.

Chief Information Officer, Bill Marion, presented to the Commission a summary of the recent activities and construction projects involving the new city hall building.

He reported the new city hall complex is still on schedule to be open for business on Monday, September 30, 2002. The Information Services Department is also planning on a complete transfer of telecommunications equipment from the temporary city hall location at the Great Mall to the new location at 455 East Calaveras Blvd the weekend prior. Information Services staff will be working most of the weekend to help set up and test computers, telephone and data lines throughout the new building.

Staff also provided a photo inventory of the equipment currently being housed by BBI of San Francisco. Staff noted that most of the equipment was being tested and waiting for delivery to the new building for final installation.

Commissioner Ali-Santosa asked has the City paid for the equipment. Staff noted it has not and BBI is seeking partial payment since that original installation date has now been moved back to early September.

Commissioner Mathur requested staff another tour of the new city hall building. Staff noted it would find a date and time for another visit.

M/S

G. Washburn/I. Munir

Ayes: 7

3. April 2002 Information Services Report.

Chief Information Officer, Bill Marion, presented to the Commission a summary of the Information Services Department monthly report for April 2002.

Projects for the month included; a request from the Federal Communications Commission to formally designate a city staff representative sign off on licensing documents; the completion of Fire Stations 3 & 4 and the Great Mall Police substation are connected to the city's fiber network; Station 2 network connectivity will be completed by Pacific Bell based on a negotiated agreement with the City for exchange of conduit over the new Dixon Landing Road over crossing now leaving the Milpitas Senior Center and Sports Center Complex left to be completed; continued discussion and negotiation AT&T-Comcast cable franchise renewal; installation of the new E9-11 dispatch center equipment during the month of June and roll out of the police mobile computing system.

Motion to note receipt and file.

M/S

N. Gupta/V. Mathur

Ayes: 7

4. Round Table Discussions.

Vice Chair Washburn reported to the Commission that it he had worked with Sprint Wireless communications and noted that Sprint was very cooperative and helpful in testing the antennae site at South Park Victoria. The issue regarding radio interference at the residence on Jungfrau Court was not found to be related to the Sprint cellular site. The current status with Nextel regarding Milpitas Fire Station One is there is no new progress and the city has the option to find another cellular provider for that location. In the meantime, the alternate EOC location at Fire Station One will not be in operation. Finally, another siren test is being scheduled for Park Metro area and Dixon Landing area. Replacement equipment is needed to bring the sirens up to operational standards.

Commissioner Mathur had a question regarding Pac Bell MCI and local phone service and Internet service through AT&T.

Chair Alcorn noted the telecom sector was still in a slump.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, June 17, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
July 20, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, D. Gupta, N. Gupta, V. Mathur, R. Gopalaraa, G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion City Council: J. Lawson

Members Absent, P. Peterson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reported announced that the City Clerk is requesting volunteers for help with the new city hall open house event on October 20, 2002. Staff will have more information at its August meeting.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

G. Washburn/ N. Gupta

Ayes: 8

V. Approval of the Minutes July 15, 2002

Commissioner

Motion to approve the minutes as submitted.

M/S

G. Ali-Santosa/I. Munir

Ayes: 7

VI. Citizen's Forum

No comments were taken from the audience.

VII. Continued-New Business:

1. Review and planning of Milpitas Telecom Master Plan.

CIO Bill Marion distributed and reviewed the Milpitas master plan recommendations outline. The Commission began the work session with the review of the **Public Information – Cable Television Access Channel.**

Staff noted that work was in progress on the renegotiation of the current cable television franchise and that the Chair Alcorn was assisting in reviewing of possible cable consultants.

Vice Chair Washburn noted that discussion of a second cable channel was possible and access studio.

Council member Lawson noted that the cable operator provide a local office.

Staff noted that in early 2001 AT&T did open a local customer service store located in the Town Center shopping near the movie theater as a result of the closure at its previous location. The CIO added that this is an area that could be added to the cable ordinance noting a requirement for a local office for be provided to Milpitas cable customers.

Commissioner Niranjana Gupta added that the second cable channel might offer lectures similar to that of the De Anza College cable channel.

Commissioner Santosa added that a policy should be developed for trenching the city's streets and has that vendor check with agencies regarding street trenching access in order to maintain the life of the city streets. Council member Lawson noted that the City has had policy in place for sometime the difficulty is enforcing the policy.

The CIO noted that some provisions do exist for example in the Midtown Specific Plan there was some language about the fact that as people were planning developments that they already take into account they will need to provide things like cable TV, internet service, and potentially try to coordinate or put in additional conduits to provide this service. Additionally, staff noted that the only one inquiry to offer alternative cable service to AT&T has been RCN; however, that was over a year ago and no plans for operation have been offered since the original calling.

Chair Alcorn noted that he would like the Commission to get a better understanding of competitive technologies such as satellite dish services.

Commissioner N. Gupta reiterated in point regarding the expansion of local access cable channels for the Milpitas community.

Council member Lawson asked whether service level surveys were provided by the cable company. Staff noted that a report is provided by AT&T quarterly detailing various outages, services calls, subscriber changes and so on. The City could make it a mandatory requirement in the cable franchise to provide better details of their reports.

Chair Alcorn noted that a third party survey of the community cable needs will be needed to better understand the currently level of service being provided to Milpitas cable customers.

Staff noted that there is some language that states that if the cable franchisee is not responsive to a certain extent, then there are financial penalties applied; however, they haven't gone to the extent where they are grossly negligent, so, there is language but staff will need to clarify to content of the language.

The CIO added that the City recently discovered the 5% franchise fee that the City can collect, apparently is now all inclusive so all other expenses the City has related to management of the franchise has to come out of the 5%.

Chair Alcorn asked of the need of the second access channel.

The CIO noted that the access channels are referred to as Public, Educational and Government (PEG) cable channels. Each dedicated to specific uses in a community. These channels could provide outlets for the community to show localized programming. Staff added that the cable operator is either provided equipment, facilities, or funding to operate the PEG channels. That's the good news, the bad news is some of those fees now under federal law they can pass through, so that may be a policy decision, do we want that passed through to the consumer, the customer because what they'll see is actually a surcharge on their bill for the PEG channel.

Chair Alcorn added they won't necessarily pass the cost on, their marketing dept. will check it out and find out if we're going to be no longer in a competitive situation with regard to competition via satellite, so they have the option of whether or not to pass along the actual fee. Just along the lines of the second channel, just a reminder, the second channel only goes over cable, it doesn't go over the air or satellite or anything else.

Chair Alcorn noted that sending the video over the web would be another alternative to consider. Streaming video could provide a greater audience beyond the Milpitas borders.

In the area of Public Information, the Chair asked how many city staff member are public information officers. The CIO noted that the PIO duties are shared between CIO, Deputy CIO and Public Information Specialist within the Information Services Department adding that if we needed to staff the emergency operations center on a 24 hour clock that we would have the staffing.

Staff added that the City operated a 10-watt AM radio station located on 1620 on the radio band, which is managed by the public information specialist.

Vice Chair Washburn noted that the County of Santa Clara has a multiple PIO available in the event of an emergency.

The Commission agreed that a multi-lingual component might be a requirement to provide information out to the public.

Chair Alcorn reverted back to the cable access channel discussion noting that he would like to see second channel for the school district. Currently, the schools are connected via internal cable connection to all the other schools for in-house cable programming and school messages. Beyond that there is no access to the AT&T cable lines.

Staff added that the current cable set up of Milpitas cable 15 will allow for the school district to use the channel when the city is not using it for live meetings and video tape replays. Staff has received interest from the school district stating that they would like to do expanded programming something in the future.

Information Services – Telecommunications:

The CIO reported that the area of telecommunications covers the infrastructure, the fiber network; also it's dealing with the wireless network that we've been putting in for public safety. Phone communications, hooks, rubbers, and switches. The entire backbone infrastructure that connects all the City buildings.

The Commission asked of the telecommunications involvement of the city's traffic control system. The CIO noted that the city's Engineering and Public Works departments are responsible for the operations of the traffic control system. Information Service shares strands of a 96-count fiber bundle that is used for the traffic control purposes.

Staff has requested that the city's traffic engineer give a presentation to the group on the overall operation of the city traffic control system.

The Chair noted that the Commission would be

interested in learning more and becoming knowledgeable about this operation.

The CIO reported that the city's phone system is four years old with room for expansion if needed. Voice over IP is still in a developmental phase and not being considered for integration at this item.

Commissioner Santosa noted that the city should advocate having locating wireless providers in areas of the city that has poor cellular phone coverage in the Milpitas.

The CIO reported that the data network is very new. Vice Chair Washburn noted are there any areas that may need improvement. The CIO added that we're averaging about 5% capacity and it's peaked to 15% a few odd times, but generally we're running about 5%. And if we did need to add more technology support is really more parallel channels, so if we were currently doing 4 gigabytes per second, which means City Hall and the Public Works building, and we needed to increase that we can by just adding more fiber channels and we're in real good shape.

Vice Chair Washburn noted that one of the questions of radio is whether the City has a conventional radio system, it's not a trunk radio system, if there is Channel 4 per user, police have 2 frequencies, fire has 2 frequencies, there are mutual aid frequencies. DPW's got one and the crossing guards are using the old police frequency. He believes the City has only one uniquely licensed frequency and that's the old crossing guard frequency, so. Trunk radio is an application of fewer channels to users. If everybody picks up their telephone right now, we won't all get dial tone, right, because there aren't enough, those aren't trunks, well the trunks are between CS, let's call them trunks, there aren't enough trunks for everybody, there isn't a one to one at the central office.....which is why you don't get dial tone. So it's similar in radio, you could be 5 companies, florist delivery and plumbers and landscape guys, and they each have their own channel but they don't all talk at once, so you can take those 5 people and probably put them on 3 channels, and they won't bump into each other very often. And the technology is that you have one data channel that manages all the radios that are watching the beta channel, and we have some number of channels less than total number of users, you have 100 users maybe on 10 channels, so maybe you need 7 channels, because statistically, except maybe 8:05 and 1:30 in the afternoon they won't be on the air at once.

So the point is it's a big investment, you have to have a controller and it takes fairly high computer power, you've got to have the frequencies to do this, it really makes sense in the business radio where you have

peer companies, peer users who none are more important than the other, they're all commercial, they just need some access to communications, and the system works quite well. The trouble in public safety is that it's hard to pick a priority. How do you pick fire over police. Actually, if you looked at the County with EMS and the water district, and the conclusion was, how could you pick one over the other if there was a real event, there's no way they're going to pool their channels. So, you could get busy'd out. The way trunking works is you pickup the radio, you push the button, like a Nextel you wait for it to beep before you start talking, in that interim between _____ and beeping it's going and gathering up the people in your group and taking them over to a free channel.

Geographical Information Systems:

Motion to note receipt and file.

M/S

R. Gopal Rao G. Washburn

Ayes: 8

2. Tour of new city hall.

The Commission relocated the group to the new city hall building site and was provided an in-depth tour. The Commissioners were given a preview of the various floors and planned installation of various telecommunications equipment throughout the building.

VIII. Adjournment of Meeting

The meeting was adjourned to Monday, August 19, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
August 19, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, D. Gupta, P. Peterson, R. Gopalarao, G. Ali-Santosa.

I.S. Staff: T. Medina, E. Pasion City Council: J. Lawson

Members Absent: N. Gupta, V. Mathur

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Commissioner Santosa announced his recent council appoint to full commissioner status to the Telecommunications Commission.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

R. Gopalarao/ D. Gupta

Ayes: 7

V. Approval of the Minutes July 20, 2002

Motion to approve the minutes as submitted with attachment provided by Vice Chair Washburn.

M/S

D. Gupta/ R. Gopalarao

Ayes: 7

VI. Citizen's Forum

No comments were taken from the audience.

VII. Continued-New Business:

1. AT&T Wireless 725 Alder Drive.

Marina Rush from the Planning Department provided a

summary of the monopole request from AT&T Wireless at 725 Alder Drive on the Cisco Systems campus.

Planning staff has been working the applicant and the building owner in possibly redesigning the antennas or relocating them on the building. Attempts have been made to find alternate locations and collocations antennas in the area, which resulted in, no expectable locations for the AT&T's service coverage. Planning staff was recommending denial of the project based on the visual placement of the antennas.

Vice Chair Washburn asked if this location was within a half-mile of the Crown Plaza communications antennas. AT&T reported that it location request was more than a half-mile of the hotel building.

Vice Chair Washburn reaffirmed the need for having properly place placards at the fire control point notifying fire fighters of possible radiation hazards and that 24-7 contact information be made available as well.

Planning staff has been making applicants aware of this requirement and have been providing documentation. The city's fire department has also been active participants in making sure that this part of the application process.

Vice Chair Washburn requested from staff to receive a copy of the document that is being provided to cellular applicants adding it would be to ask the questions now than ask much later.

Chair Alcorn reiterated that it was for overall safety of emergency personnel that this requirements need to be in placed.

Motion to approve the antennas installation request.

M/S

G. Washburn/D. Gupta

Ayes: 7

2. Cingular Wireless 930 Wrigley Way.

Marina Rush from the Planning Department provided a summary of the monopole request from Cingular Wireless at 930 Wrigley Way.

The antenna would be in the design of a flagpole housing a three sectored communications panels providing cellular phone service along Interstate 680.

Planning is seeking approval of the technical elements of the monopole antenna installation request.

Vice Chair Washburn reiterated for the need to have proper signage and contact information regarding possible radiation hazards.

Commissioners Santosa was concerned of the design of the monopole noting that it was out of proportion of normal flagpole. Adding it was a big antenna being disguised as a flagpole.

Council member Lawson added that although the design of the monopole may be an issue that Commission should focus it findings and recommendations on the technical merits of the project.

Commissioner Gopalarao added that the flag should be in proportion to the size of the pole.

Commissioner Peterson noted that location of the flagpole was several feet from the building.

Commissioner D. Gupta added the comments and concerns should be forwarded to the Planning Commission.

Chair Alcorn and Vice Chair Washburn reiterated the Commission's primary focus is on the technical parameters of the request and visual concern will be forwarded to the Planning Commission and staff.

Motion to approve the antennas installation request.

M/S

D. Gupta/R. Gopalarao

Ayes: 7

3. Volunteers for City Hall Opening.

Deputy CIO, Terry Medina reported to the Commission that the city is planning a community grand opening of the new city hall building on Sunday, October 20, 2002, between the hours of 1:00 PM to 4:00 PM.

The city hall events planning committee is seeking the various city commissioners to help and volunteer in the day's events such as providing tours of the building and staffing an all commissioners room with information of all the city's Commissions.

Commissioners Alcorn, Washburn, D. Gupta, Santosa and Munir agreed to volunteer for the city hall community event day.

Motion to note receipt and file.

M/S

R. Gopal Rao G. Washburn

Ayes: 7

4. Traffic System Operations Presentation.

The City's Traffic Engineer, Arlene Deleon, provided an overview of Milpitas' traffic control system.

Chair Alcorn welcomed Ms. Deleon and noted that Commission was interested in how the city's traffic control system operated and how the Commission could provide assistance.

Ms. Deleon noted that the City of Milpitas has been proactive for several years in establishing communications conduit routes throughout the community. In doing so, it has allowed for integration of a various data and traffic control systems to areas that were previously not serviceable on the city's network.

This planning has also allowed for improvements to controlling traffic flow throughout the city at various times of the day. Ms. Deleon added that the City has been working with Santa Clara County and the State on various traffic control and monitoring programs to help in the continued traffic needs of Milpitas.

Commissioner Santosa asked if Red Light Cameras were being considered for Milpitas. Ms. Deleon reported that such programs have been reviewed in detail and the finding have been overall cost prohibitive to agencies that have been using the systems.

Milpitas has been using a less expensive and more effective system called a "rat box" where police officers are able to view traffic violators within a safe distance for red light violations.

Vice Chair Washburn ask how the Commission be supportive in future traffic endeavors.

Staff noted that it would report to the Commission on new and upcoming additions and changes to the city traffic control system. Ms Deleon that the draft of the revised master telecom plans will be instrumental in

allowing for future growth of the city's traffic control system.

Motion to note receipt and file.

M/S

I. Munir/R. Gopalarao

Ayes: 7

5. AT&T/COMCAST Cable Franchise Report.

Assistant City Manager, Blair King, provided summary of the actions taken to date regarding the cable television franchise.

Staff, along with the assistance of Chair Alcorn, has reviewed several possible cable franchise consultants to aid in the AT&T/Comcast renewal process. He added that it was an eye opening process.

The final decision was made to recommend the law firm of Moss and Barnett to be the City's consultant during the renewal process and to extend the franchise with AT&T/Comcast for additional six months. A final recommendation will be made to the City Council at its September 3 meeting.

Commissioner Peterson asked why the extension additional six months for the franchise renewal and what cost is being applied to the City.

Mr. King noted that with the cable consultant on board a great deal and reviewing of how AT&T/Comcast has operated and what area can be improved for during the renegotiation process as well as surveying the diverse Milpitas community and its subscribers on how service levels can be improved. The cost of the cable consultant fee would range from \$30 to \$60 thousand dollars.

Commissioner Gopalarao requested that during the renegotiation process that the Commission be given status reports during the extension period.

Mr. King reiterated that the city's and the cable consultants would be surveying the Milpitas community, conduct and audit of AT&T/Comcast, and review the needs of the community and the city.

Motion to approve the staff recommendation of Moss and Barnett as cable consultant to the City and approve the cable franchise extension with AT&T/Comcast for additional six months.

M/S

D. Gupta/P. Peterson

Ayes: 7

6. Review Draft Milpitas Telecom Master Plan.

Deputy CIO, Terry Medina reported to the Commission on the draft master plan document.

Chair Alcorn requested the Commission to review the document at their leisure and to add comments and suggestions to the document for future discussion and consideration to be added to the document.

Vice Chair Washburn requested staff to e-mail the Commissioners an electronic copy of the document for easier integration of comments and mark up of the draft report.

Chair Alcorn requested staff to schedule for a full review of the document later in the fall after the city hall opening.

Motion to note receipt and file.

M/S

G. Washburn/D. Gupta

Ayes: 7

7. Update of New City Hall.

Deputy CIO, Terry Medina reported to the Commission on the construction status of the new city hall. He noted that work on the building is moving at very fast pace.

Workers have completed third and second floors and have focused on the first floor for completion by the end of the month. A majority of work is in the new council chambers with furniture, woodwork and audiovisual equipment being installed.

Information Services will be conducting an after-hours network upgrade at the end of August that will bring the new city hall building in to the data network.

Finally, a recommendation will be presented to council to move office equipment and some furniture back to new building from the temporary city hall location at the Great Mall.

Motion to note receipt and file.

M/S

D. Gupta/R. Gopalarao

Ayes: 7

8. July 2002 I.S. Department Report.

Deputy CIO, Terry Medina reported to the Commission on the July Information Services department activities for July 2002.

Highlights of the department included the following; the completion of new emergency dispatch center furniture and radio equipment; continued updating of the geographic information systems base maps; completion of fiber connectivity of fire stations #2 and #3 to the city's data network; completion of 24 out of 29 mobile computing units in the police department's vehicles; testing of Verizon's cellular coverage for the police department's mobile computing units in the south eastern area of Milpitas; testing and integration of mobile computing units for the city's fire apparatus vehicles and finally, integration of new Oracle data base software.

Motion to note receipt and file.

M/S

R. Gopalarao/D. Gupta

Ayes: 7

9. Round Table Discussion.

Chair Alcorn wanted to publicly thank Council member Jim Lawson for provided his guidance and assistance to the Telecommunications Commission over the years and he wishes him success in his future endeavors.

VIII. Adjournment of Meeting

The meeting was adjourned to Monday, September 16, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
SEPTEMBER 16, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, D. Gupta, P. Peterson, G. Ali-Santosa. N. Gupta, V. Mathur

I.S. Staff: B. Marion, E. Pasion City Council: J. Lawson

Members Absent, R. Gopalaroa

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff announced that the Community Advisory Commission was hosting a Town Hall meeting on October 3, 2002. The Commission and the public were invited to attend.

Commissioner Santosa announced that the Hill Crest neighborhood was conducting a SAFE training exercise for its residents.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

N. Gupta/G. Santosa

Ayes: 8

V. Approval of the Minutes August 19, 2002

Motion to approve the minutes as submitted.

M/S

N. Gupta/G. Santosa

Ayes: 8

VI. Citizen's Forum

Curt Voller, 466 Heath Street, Milpitas, introduced himself to the Commission as new resident to the City of Milpitas. He was interested in the current state of community access in the Milpitas and was offering information and assistance in establishing such a

center in Milpitas.

Chair Alcorn invited to Mr. Voller to expand his comments for item number 2 which deals with the current cable franchise negotiations with AT&T Comcast.

VII. Continued-New Business:

1. Telecom By-Laws Review City Clerk.

Staff introduced the City Clerk, Gail Blalock, to the Commission. The Clerk was presenting a revised outline of the of the Commission's By-Laws and was seeking input and acceptance to the document before submitting to the City Council for final approval.

The By-Laws include 11 sections outlining the responsibilities for the members of the Commission.

Commissioner D. Gupta reiterated the importance of having a representative from the Milpitas Unified School District continue to participate and be part of the Commission. Additionally, Commissioner D. Gupta questioned whether if there may be a conflict if a member of the Commission were also to be a member of the school board.

Regarding Section 2 of the By-Laws, Vice Chair Washburn noted that Commissioner Ravi Gopalaroa membership status was in question being that he no longer a resides of the Milpitas. However, Commissioner Gopalaroa did bring a wealth of knowledge and experience to the Commission.

Regarding Section 3, The Commission requested that staff be more specific on the recording of absences to meetings of Commissioners in that if a member provides advanced notice that he my be recorded as "excused" from the meeting.

Motion #1 to adopt the changes to the Commission's By-Laws.

M/S

D. Gupta/V. Mathur

Ayes: 8

Motion #2 to request a waiver to be applied to Commission Gopalaroa to continue service on the Telecommunications Commission until expiration of service.

M/S

G. Washburn/D. Gupta

Ayes: 8

2. AT&T/COMCAST Cable Franchise Report.

CIO, Bill Marion reported to the Commission on the progress of the cable franchise status with AT&T-Comcast. He noted that the City Council approved an agreement to hire Moss and Barnett to assist the city in reviewing the existing cable franchise.

Currently, the City has provided a six-month franchise extension to AT&T-Comcast in order for Moss and Barnett to review and conduct a community needs assessment of the cable service in the area. Moss and Barnett will be conducting focus group sessions and survey 400 homes in the Milpitas area to get a better idea of the needs for improved cable service in the community.

Chair Alcorn noted that this assessment will be also driven by the federal guidelines and regulations as provided by the FCC.

Mr. Curt Voller, 466 Heath Street, Milpitas, has previously resided in the City of Alameda before moving to Milpitas. He was involved in developing and establishing guidelines for community access studios in Alameda. He cites successful community access models in the cities of Hayward and Mountain View, which provide the public the opportunity to create video programming for their communities. He also briefly cited the various ways how communities can establish such organizations for this use. Finally, Mr. Voller noted that Milpitas must know exactly what it needs and stand by those needs and not let the cable company dictate what it should do for the Milpitas community.

Staff reported that it would be meeting with Moss and Barnett to begin initial planning of meetings addressing the AT&T-Comcast franchise.

Motion to note receipt and file.

M/S

G. Washburn/N. Gupta

Ayes: 8

3. Review Draft Milpitas Telecom Master Plan.

CIO, Bill Marion reported to the Commission on the

draft master plan document.

Staff reported on the current state of the document. Edits and changes that were submitted by the Commissioners have been incorporated and a final version of the document will be prepared.

Staff requested that the Commission provided any final comments or ideas that could be added final version.

Commissioners Mathur and D. Gupta requested that a electronic copy be sent by staff for reviewing.

Staff is planning to have the document ready for City Council approval.

Motion to note receipt and file.

M/S

N. Gupta/ D. Gupta

Ayes: 8

4. Update of New City Hall.

CIO, Bill Marion reported to the Commission on the construction status of the new city hall.

Installation of new network equipment has been installed in the city hall building and testing and operation has also been completed.

Work is in progress with AT&T-Comcast in relocating Milpitas cable 15 from the school district boardroom back to City Hall.

Information Services has planned to relocate and activate all the city's computers from the Great Mall city hall location to the new city hall building during the weekend of September 27.

Finally, staff would see if the new Commissioners meeting room would be available for use for the Telecommunications Commission for the October 21, 2002 meeting.

Motion to note receipt and file.

M/S

N. Gupta/V. Mathur

Ayes: 8

5. August 2002 I.S. Department Report.

CIO, Bill Marion reported to the Commission on the Information Services department activities for August 2002.

Highlights of the department included the following; the completion of fiber connectivity and activation to the City's network to Fire Stations 2,3, & 4; a complete inventory of the city's telephones; integration of wireless communications equipment in the new City Hall building; completion of installation of 29 mobile computing units for the Milpitas Police department; continued testing and operation of the overall coverage of the mobile computing network through Verizon wireless and certification of use by the Department of Justice.

Motion to note receipt and file.

M/S

G. Washburn/D. Gupta

Ayes: 8

6. Round Table Discussion.

Vice Chair Washburn updated the Commission that the codes and documentation for the siren towers located California Landing were located. The Milpitas Unified School District will receive 50 two-way radios as part of equipment upgrades for its emergency communications cache for disaster preparedness.

Additionally, the Milpitas ARES-RACES group will be also upgrading its equipment. Finally, there is no new progress to on the Nextel monopole installation at Fire Station One leaving the alternate EOC without radio communications. Secondary plans are being considered to install panel antennas to the lower west face side of the hose tower building to possibly accommodate the radio needs for the EOC.

VIII. Adjournment of Meeting

The meeting was adjourned to Monday, October 21, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
OCTOBER 21, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, R. Gopalaraa, P. Peterson, G. Ali-Santosa. N. Gupta, V. Mathur

I.S. Staff: B. Marion, E. Pasion City Council: J. Lawson

Members Absent, I. Munir, D. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Chair Alcorn announced to the Commission that the Vice Chair, George Washburn, has resigned from Telecommunications Commission and has been hired by the Milpitas Fire Department as its EOC coordinator. Mr. Washburn will still provide technical assistance to the Commission on matters relating to wireless communications.

Commissioner Peterson recommended that a letter of thanks be sent to the Mr. Washburn for his years of service to the Commission.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

N. Gupta/G. Santosa

Ayes: 6

V. Approval of the Minutes September 16, 2002

Motion to approve the minutes as submitted.

M/S

N. Gupta/R. Gopalaraa

Ayes: 6

VI. Citizen's Forum

Kurt Bohan, 466 Heath Street, Milpitas, introduced himself to the Commission as new resident to the City of Milpitas. He noted to the Commission and staff of

the correct spelling of his name to the September 16 meeting minutes.

VII. Continued-New Business:

1. Final Review Telecom Master Plan.

Chair Alcorn reported that staff has made its changes and incorporated the Commission's final comments to the final version of the Milpitas telecommunications master plan. Staff is working on presenting the document to the city council during its meeting in November or December.

Commissioner Gopalaraa noted that the fiber optic map should be included as part of the overall document.

Motion to present final report to Council on November 19 2002, City Council meeting.

M/S

R. Gopalaraa/V. Mathur

Ayes: 6

2. September Month I.S. Report.

CIO, Bill Marion, reported on the Information Services department activities during the month of September 2002.

Highlights included; network connectivity to all Milpitas fire stations, with the exception of fire station 2; relocation of communications equipment from the temporary city hall location at the Great Mall to the new City Hall building; completion of 29 mobile data units for the police department; issuance of new city identification and access cards; continued success of the G.I.S. volunteer program.

Motion to note receipt and file.

M/S

R. Gopalaraa/ N. Gupta

Ayes: 6

3. Update of New City Hall.

CIO, Bill Marion, reported that the final technology details for the new city hall were in place and ready to be implemented.

Items included; the issuance of identification access cards to city staff; access control to the underground park garage; activation of various duress stations throughout city hall; on going testing of the audio and video system in the new city hall council chambers; and various adjustments of department conference rooms throughout the new building.

Commissioner Gopalroa added that post-report should be considered to evaluate the overall process.

Motion to note receipt and file.

M/S

R. Gopalroa/ N. Gupta

Ayes: 6

4. Round Table Discussion.

Commissioner Gupta reiterated the success of the open house ceremonies on October 20, for new city hall.

Chair Alcorn noted his concern to bring new members on board to the Telecommunications Commission. He also requested staff that the cable television franchise be part of future discussion. Additionally, Chair Alcorn requested that discussion be considered in exploring coverage of local sporting events to be televised on the city's cable channel.

VIII. Adjournment of Meeting

The meeting was adjourned to Monday, November 18, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
November 18, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, N. Gupta, P. Peterson, I. Munir, D. Gupta G. Ali-Santosa

I.S. Staff: B. Marion, E. Pasion City Council: J. Lawson

Members Absent, R. Gopalara, V. Mathur

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No announcements were made from the Commission or from staff.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S

N. Gupta/P. Peterson

Ayes: 6

V. Approval of the Minutes October 21, 2002

Motion to approve the minutes as submitted.

M/S

N. Gupta/P. Peterson

Ayes: 6

VI. Citizen's Forum

Comments were taken from the audience.

VII. Continued-New Business:

1. AT&T Wireless antenna install request.

Staff introduced Annelise Judd from the planning department. She provided a summary of the project in which AT&T Wireless was seeking approval to replace existing communications equipment at 500

East Calaveras Boulevard.

Former Commission Vice Chair, George Washburn, was provided with the information of project and based on the information submitted to the City found no outstanding issues.

Commissioner D. Gupta requested that additional information be provided to city regarding question 10 on the survey involving possible interference of other communications providers at that location.

Motion to approval on the condition that question 10 on the telecommunication questionnaire be updated for the city's planning records.

M/S

D. Gupta/N. Gupta

Ayes: 6

2. October Month I.S. Report.

CIO, Bill Marion reported on the monthly activities of the Information Services Department. Highlights included the start of reviewing and evaluating the current cable television franchise with AT&T Broadband; the opening of the New City Hall; the testing of the 802-11.A wireless data equipment; the processing and issuance of city staff identification badges; training of city staff on the various conference rooms in the new city hall building; evaluation of possible upgrades to the police department mobile data equipment including wireless communications coverage; continued work on the city wide document imaging project; integration of the fire department video conferencing network; final presentation of the telecommunications master plan to city council.

Motion to note receipt and file.

M/S

D. Gupta/N. Gupta

Ayes: 6

3. Update of cable franchise AT&T.

CIO, Bill Marion, reported that staff has met with Moss and Barnett and work has started on evaluating the City cable television franchise with AT&T Broadband.

Review of documents that are part of city files has started along with the review of reporting records that AT&T has provided to the City involving levels of service, customer complaints, service outage times and so on.

Moss and Barnett is also preparing for community surveys and telephone inquiries regarding AT&T overall standing and customer satisfaction with subscribers in the Milpitas community.

A multi-lingual survey is also be provided as part of the out reach efforts.

Commissioner D. Gupta noted that when the survey forms are ready it should be also provided on the city's web site.

Chair Alcorn noted that a public forum would be held when the time is appropriate to gather additional input from Milpitas residents.

Motion to note receipt and file.

M/S

N. Gupta/D. Gupta

Ayes: 6

4. Round Table Discussion.

Staff reminded the Commission that the January and February 2003 meetings would be on the fourth Monday due to Federal Holiday observances.

Chair Alcorn noted that with the new technology in the new city hall, the Commission should consider new methods and ways of making the tools really useful.

Regarding the former Vice Chair's input on wireless data evaluations, reports should be provided to the Commission via e-mail or through the addition of packet materials for the Commission review.

Finally, Council member Jim Lawson wanted to thank the Commission for the years support as city council liaison to the Milpitas Telecommunications Commission and will be looking working with everyone in the future.

VIII. Adjournment of Meeting

The meeting was adjourned to Monday, December 16, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
December 16, 2002

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, N. Gupta, P. Peterson, R. Gopalaraa, V. Mathur, G. Ali-Santosa

I.S. Staff: B. Marion, E. Pasion City Council: A. Gomez

Members Absent, I. Munir, D. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No announcements were made from the Commission or from staff.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/V. Mathur

Ayes: 6

V. Approval of the Minutes November 18, 2002

Motion to approve the minutes as submitted.

M/S N. Gupta/V. Mathur

Ayes: 6

VI. Citizen's Forum

Comments were taken from the audience.

VII. Continued-New Business:

1. AT&T Wireless antenna install request.

Staff introduced Annelise Judd from the planning department. She provided a summary of the project in which AT&T Wireless was seeking approval to replace existing communications equipment at 1102 Pecten Court.

Former Commission Vice Chair, George Washburn, reviewed the request for the project and based on the

information submitted found no outstanding issues.

The Commissioners requested that additional information be provided to questions 7, 9 and 10 as part of the final amended record..

Motion to approval on the condition that placards be placed for proper notification of radiation hazards as requested in previous application requests.

M/S R. Gopalaraa/N. Gupta

Ayes: 6

2. Cingular Wireless antenna install request.

Staff introduced Staci Periar from the planning department. She provided a summary of the project in which Cingular Wireless was seeking approval to replace existing communications equipment at 1801 Barber Lane.

Former Commission Vice Chair, George Washburn, reviewed the request for the project and based on the information submitted found no outstanding issues.

The Commission reviewed the project and noted that additional information for questions 8 and 10, pertaining to the telecommunications questionnaire, in order to provided an overall understanding of the project.

Motion to approval on the condition that notification placards be placed near the access points of the antennas for notification of emergency personnel.

M/S N. Gupta/R. Gopalaraa

Ayes: 6

3. Final Discussion of Telecom Master Plan.

CIO, Bill Marion reported on final revision made to Telecom Master Plan document which would be presented to the City Council at it January 21 meeting. Chair Alcorn noted at this meeting that participation from all the members of the Commission would be greatly appreciated.

The Commission provided minor changes to the overall presentation. Commissioner Gopalaraa noted that separate slides are made for City Hall Implementation and for City Hall Technology.

CIO Marion noted that a final version of the report would be provided via email when completed.

Motion to note receipt and file.

M/S N. Gupta/R. Gopalaroa

Ayes: 6

4. Update of cable franchise AT&T.

CIO, Bill Marion, reported that staff has met with Moss and Barnett and work has started on evaluating the City cable television franchise with AT&T Broadband. Additionally, an audit of AT&T has started with review of the cable television franchise fees. Staff has also requested an inspection of the physical plant of the Santa Clara master headend which services the Milpitas subscribers.

Along the line of community input, the Milpitas Post news article generated numerous inquiries from the public seeking additional information to current cable franchise renewal.

Staff is working with Moss and Barnett in planning for public outreach programs for additional input.

Chair Alcorn reiterated the fact that the subcommittee, consisting of the CIO, assistant city manager and Moss/Barnett, are moving forward with the overall review of the franchise.

The Commission suggested the survey information be added to the City's web site once it is available. CIO Marion noted that 400 surveys would be conducted at random throughout the Milpitas community. Chair Alcorn noted that the subcommittee will be reviewing and developing the various questions for the survey.

Curt Voller, 466 Heath Street, Milpitas, noted the alternative services, such as direct home satellite services, may impact the overall service of cable.

Motion to note receipt and file.

M/S R. Gopalarao/D. Gupta

Ayes: 6

5. November Month I.S. Report.

CIO, Bill Marion reported on the monthly activities of the Information Services Department. Highlights

included the conclusion of service work with vendors involving the new city hall technology integration; representatives from the City of Palo Alto and East Palo Alto reviewing the police mobile dispatch system; the integration of remote controlled cameras on the Crowne Plaza hotel rooftop for police and fire dispatch use; updating the GIS base map with updated images of 237-880 and Dixon Landing road areas; the start of video training with the new fire distance learning system; and continued work on the document imaging project

Motion to note receipt and file.

M/S R. Gopalroa/N. Gupta

Ayes: 6

6. Round Table Discussion.

Commissioner Santosa noted that another year has end and applications for membership to the Commission are being reviewed. Chair Alcorn noted to staff that the entire Commission was interested in continuing with participation on the Commission for another term and wanted to know if there was any formal process of notifying the City Clerk for continued service. Staff would contact the City Clerk and clarify the entire process.

VIII. Adjournment of Meeting

The meeting was adjourned to Monday, January 27, 2003

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
January 22, 2001

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: I. Munir, P. Peterson, , R. Gopalaraa,
A.Alcorn, G. Washburn, B. Anderson, V.
Mathur, N. Gupta, D. Richerson (Alt
#1), G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, M. Schwartz, E.
Pasion

Members Absent:

City Council: J. Lawson, D. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reported that Information Services assisted with the start of the Milpitas Senior Surfers computer Internet program being held at the Milpitas Senior Center. Staff distributed VTA ECO passes to the Commissioners. Staff reminded the group of the upcoming All Commission's dinner on January 29.

IV. Approval of the Agenda:

Commissioner Gupta requested to amend the current agenda and switch agenda items 1 and 2 so that any late

arriving commissioners could participate in the selection of a new chair and vice-chair.

Motion to approve the agenda as amended.

M/S D. Richerson /N. Gupta Ayes: 10

**V. Approval of the Minutes
December 18, 2000**

Motion to approve the minutes as submitted.

M/S N. Gupta/G. Washburn Ayes: 10

VI. Citizen's Forum
No comments taken.

VII. Continued-New Business:

1. AT&T Broadband Update Presentation.

Staff introduced Eddie Garcia, Government Affairs Director for AT&T Broadband Services for Silicon Valley. Mr. Garcia provided the Commission with a series of technology updates and planned rollouts involving the Milpitas community.

Motion to note receipt and file.

M/S B. Anderson/N. Gupta Ayes: 10

2. Selection of Chair and Vice Chair for 2001 Telecom

Commission.

3. Update Nextel Monopole Fire Station One

4. City Hall Technology Updates

5. October Information Services Report.

The CIO provided a brief summary of various technology projects currently in progress as outlined in the monthly Information Technology report for the month of November 2000.

Motion to note receipt and file.

M/S D. Richerson/N. Gupta Ayes: 6

6. Round Table Discussions.

Acting Chair Gupta discussed staff coverage within Information Services. Commissioner Santosa discussed the limited cellular coverage of GTE-Verizon Wireless in the eastern section of Milpitas. Commissioner Richerson noted the future downsizing of cell site coverage in the area as the demand for expanded cellular service increases.

Commissioner Ali-Santosa noted that the Senior Surfers users should be made aware of the pitfalls of

releasing personal e-mail addresses over the Internet. He is concerned that there is a possibility that unknowing Seniors may become targets of internet scams soliciting cash or special sign up programs.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, February 26, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
November 19, 2001

**I. Call to Order &
Roll Call:**

Vice Chair Washburn called the meeting to order.

Members Present: G. Washburn, D. Gupta, V. Mathur, I. Munir, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

I.S. Staff: T. Medina, E. Pasion City Council: J. Lawson

Members Absent: A. Alcorn, R. Gopalara, P. Peterson, N. Gupta

**II. Pledge of
Allegiance:**

The Commission recited The Pledge of Allegiance.

**III.
Announcements:**

No announcements from staff.

**IV. Approval of the
Agenda:**

Staff recommended to the Commission that the first item involving Cingular Wireless be removed from the agenda for review at a later date.

Motion to approve the agenda as amended.

M/S N. Gupta/D. Richerson Ayes: 6

**V. Approval of the
Minutes October 15,
2001**

Motion to approve the minutes as submitted.

M/S D. Gupta/D. Richerson Ayes: 6

VI. Citizen's Forum

No comments taken.

**VII. Continued-New
Business:**

1. Cingular Wireless
Installation.

Removed from agenda.

2. Commissioner
Recognition Dinner.

At the request of the Recreation Services Department, the Commissioners were given the choice to choose what kind of gift to be received at the annual All Commission's Dinner.

The Commission was to make a gift selection and return the handout back to staff for processing.

Motion to note receipt and file.

M/S D. Gupta/D. Richerson Ayes: 6

3. New City Hall Technology Update.

Deputy Chief Information Officer, Terry Medina, presented to the Commission an updated summary of the new information technology being installed into the new City Hall building. An overhead presentation provided a visual tour of the current work in progress throughout the building.

Staff has invited members of the Commission to a site visit of the new City Hall on the afternoon of Friday, November 30.

Vice Chair Washburn noted that discussions were in progress to add a City owned antenna on the rooftop of the new building which could also provide a 2.4-gigahertz wireless connection to the Milpitas Sports Center site.

Commissioner Richerson requested the status of the wireless network connection for the new building. Staff reported that testing is on going with usage of equipment being limited to Information Services staff and several members of city staff at the temporary city hall location at the Great Mall.

Motion to note receipt and file.

M/S B. Anderson/D. Gupta Ayes: 6

4. October 2001
Information Services
Report.

Deputy CIO, Terry Medina, presented to the Commission a summary of the Information Services Department monthly report for October 2001.

Some of the items worthy of highlighting included the City's Remembrance event on October 10; Information Services participation in the annual Public Technology Inc. technology awards competition; new city hall audio and video development phase; installation of a new UPS backup system for the Public Works/Police Department and Dispatch center; approved funding for the upgrade of E-911 from the State; software upgrade installation to the PD-RMS system; implementation of the Planning/Engineering online application system; GIS parcel level data for staff use; ongoing development and implementation of the city's e-commerce system and reporting of 1.4 million visits to the city's web site.

Commissioner Richerson noted that forms on the City's web site should be made more interactive. PDF formats are accessible but not necessarily the best way of doing business. Staff noted that it would work on a better method of providing interactive documents that can be completed online and e-mailed back to the City.

Motions to note receipt and file.

M/S B. Anderson/D. Richerson Ayes: 6

5. Round Table
Discussions.

Vice Chair Washburn reported a delay in the completion of the Nextel communications antenna at Fire Station One. Fire and planning staff are working with the vendor to address concerns involving the installation of the antenna.

Commissioner Richerson reported that the level of service with AT&T@Home has once again failed. He specifically requested to have an AT&T Broadband technician and was provided with a contract service person. He is requesting that staff contact AT&T and to provide an update on their recent work for the December Commission meeting.

Deputy CIO, Terry Medina, presented Assistant City Manager, Blair King to the Commission. Mr. King reported to the Commission that the City was seeking support on a piece of State telecommunications legislation that would effect all local governments. Staff would agendize this item for discussion and recommendation at the Commission's December meeting.

**VIII. Adjournment
of Meeting**

Vice Chair Washburn adjourned to the next meeting of Monday, December 17, 2001.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
March 19 , 2001

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A.Alcorn, P. Peterson, R. Gopalaroa, V.
Mathur, N. Gupta, I. Munir, B.
Anderson, D. Richerson (Alt #1), G. Ali-
Santosa (Alt #2)

City Council: J. Lawson,
I.S. Staff: B. Marion, D. Nam, E. Pasion

Members Absent: G. Washburn, D. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reminded the Commission of the Mayor's upcoming state of the city address. The members were invited to attend the address on March 22, 2001.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/D. Richerson Ayes: 9

V. Approval of the Minutes

February 26, 2001

Chair Alcorn noted that the minutes should reflect that he would be present at the Commission's meeting March and that the Commission was interested in meeting in the new city hall council chambers to better understand the operations of the new equipment and to be able to instruct other city commissions on the use of the council chamber presentation system. The Commission meetings would not be televised over the cable channel.

Motion to approve the minutes as amended.

M/S N. Gupta/D. Richerson Ayes: 9

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Sprint PCS Proposed Facility 875 S. Park Victoria Drive.

Frank Guido from the planning staff provided a summary of Sprint Communications' request to install cellular antennas on the property of Park Victoria Baptist Church located at 875 S. Park Victoria Drive. The Commission initially approved this request at its December 2000 meeting. The City's planning department requested the applicant to revise its design plans for the location and in doing so has updated the technology deployment. Mr. Guido noted that the Sprint cellular technology would be operating at lower power wattage with the redesign of smaller antennae.

In addition, Sprint would be providing an updated

technology survey to staff and the Commission for its records. The survey provided to the Commission was inaccurate in its technology reporting.

Commissioner Richerson reported whether alternative locations were considered prior to the Park Victoria Baptist Church site, such as fire station 3, Murphy's Park. Staff contact was limited until department head was contacted and over all progress and resolution of questions was good. Sprint noted that several locations were considered for the area.

Motion to approve with the condition that an updated survey form is resubmitted to staff and that city public works, fire department and utility companies are provided advanced notice of possible street work.

M/S D. Richerson/ N. Gupta Ayes: 9

2. Telecom Commission Expanded Duties State Energy Crisis.

The Commission's subcommittee provided a status report on possible recommendations to provide to the city council on energy saving matters.

Council member Lawson suggested that the Commission consider researching what methods of energy conservation works best and then developing a program for promoting those ideas to the Milpitas community. Chair Alcorn reiterated that fact and that the Commission would be focusing on energy conservation plan for the Milpitas community and that city staff had already been working on an internal plan addressing energy conservation needs.

Commissioner Richerson noted that there are two areas of focus for the Commission to address. Energy conservation for existing structures involving lighting fixtures to more energy efficient lamps and planning and reviewing for energy conservation needs for future structures like the new city hall building. Council member Lawson noted that Commission should consider energy efficient plans and technologies that work well.

Chair Alcorn suggest that the subcommittee members should continue working on developing a energy conservation plan and that the rest of the Commission assist in providing additional ideas to aide in the program development. Council member Lawson would check into the status on that internal planning.

Commissioner Richerson suggested that the Commission consider conducting a future field trip to Electric Power Research Institute to gather more insight and information.

Chair Alcorn asked if the Commission should consider looking at the energy conservation needs of Hayward City Hall when the Commission conducts its field trip in April.

Motion to note receipt and file.

M/S N. Gupta/ V. Mathur Ayes: 9

3. February Information Services Report.

The CIO provided a brief summary of various

technology projects currently in progress as outlined in the monthly Information Technology report for the month of February 2001.

Staff conducted interviews for Systems Administrator specializing in voice and data. Information Services has been coordinating various projects included the city's capital improvement budget review, negotiations for fiber conduit connections to fire station four and beneath the I-880 Dixon Landing over crossing, the shipment and deployment of new Cisco System routers, in-house transition of the city's web site from Alpha Internet Systems, testing of public safety mobile equipment, various GIS map plots integrations and surveying, working with Sunpro regarding the fire department RMS system, upgrading the all city staff desktop computers is ongoing, engineering work with the city's radio system and emergency 911 system upgrade with Telecommunication Engineering Associate specializing in public safety radios and telephone system development and planning.

Finally, staff forwarded the information regarding the Internet access and personal safety for the Senior Surfers instructors and to members for Senior Center staff.

Motion to note receipt and file.

M/S B. Anderson/ V. Mathur Ayes: 9

4. Round Table Discussions.

Chair Alcorn reported on his company's developing multi-giga-bit Internet traffic technology. The company Velio Communications is based in Milpitas.

Council member Lawson provided an update on Milpitas and Santa Clara County's transportation developments.

Commissioner Richerson noted that the city's email messages were bouncing back on initial deliveries to the city. Staff would investigate on the problem.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, April 16, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
April 16, 2001

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, D. Gupta N.
Gupta, I. Munir, D. Richerson (Alt #1),
G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion

City Council: J. Lawson,

Members Absent: P. Peterson, R. Gopalaroa, V. Mathur,
B. Anderson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reported that the next Commission meeting would need to be rescheduled to May 14. The City Council will be reviewing the annual budget on May 21 and the Commission's meeting will conflict with this meeting.

Chair Alcorn announced the Commission's field trip to Hayward City Hall was very successful and provided a good perspective in what to expect in the new Milpitas City Hall.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

**V. Approval of the Minutes
March 19, 2001**

Commissioner Richerson noted the minutes should reflect that Sprint Communications contacted two different city staff members seeking assistance in locating a communications antenna. The main concern was that the initial contact to city staff was not handled promptly until city management was involved. City staff should be more aware of providing good customer assistance when initially requested.

Motion to approve the minutes as amended.

M/S N. Gupta/D. Richerson Ayes: 7

VI. Citizen's Forum
No comments taken.

VII. Continued-New Business:

1. AT&T Quarterly Report.

Staff introduced Mr. Eddie Garcia with AT&T Broadband and Internet Services. Mr. Garcia provided a summary of the planned rate adjustments for various cable services as approved by the Federal Communications Commission Act of 1996.

Mr. Garcia explained that the cable services were separated into three service tiers: basic cable, expanded basic cable and premium cable. Currently, the City has authority to regulate pricing on the

basic cable service tier only.

On July 1, 2001, AT&T will be implementing a bay area wide rate increase for the basic cable service tier. The rate adjustment will not affect the basic cable service tier for Milpitas AT&T cable customers. There will be no increase to the basic service tier. However, other services such as, hourly service charges for on site work, installation work and rental of converter boxes will increase.

In the Meantime, AT&T continues to proceed with its expansion plans in Milpitas. Chair Alcorn noted that the @Home service has made progress in its usage speeds and downtime since its initial days of introduction.

Mr. Garcia noted that the Milpitas community in comparison to the greater bay area farther ahead in the introduction of broadband and digital cable services.

Vice Chair Washburn asked how AT&T handles private apartment installations for cable service. Mr. Garcia noted that a different division of AT&T would be contracted to provide installation and cable wiring but not provide cable-programming service.

Chair Alcorn inquired if AT&T will ever interconnect the various local access channels. Mr. Garcia noted that such a undertaking would be difficult to implement and manage of the time for all the different cities would also need separate agreements. There is no plans for such a programming rollout.

Commissioner Richerson asked if AT&T in the future would provide DSL service along with its @Home service. Mr. Garcia noted that if a product like DSL is

made available to consumers then a completely different division of AT&T would handle its distribution.

Motion to note receipt and file.

M/S D. Richerson/ N. Gupta Ayes: 7

2. Telecom Commission Expanded Duties State Energy Crisis.

The Commission's subcommittee provided a status report on possible recommendations to provide to the city council on energy conservation matters.

Commissioner Richerson provided a handout newsletter detailing the advantages of green power technology on a recently completed building in San Jose. This provided a good example of cost effective energy planning and savings in a building's construction. He proposed the Commission to consider a field trip to the new facility.

Commissioner Ali-Santosa made several observations and comments on the usage of incandescent lighting versus florescence lighting fixtures and the major difference in cost savings that the two products offer in its overall use. Along with the changing of lighting fixtures, Commissioner Ali-Santosa suggested the clustering of activities for energy savings like the sharing of lighting and utilities in one room instead of working independently within a home. Commissioner Dinesh Gupta noted that there are other factors that go beyond residential single-family home usage. Commissioner Gupta noted that a recent newspaper article referencing the changes and charges

involving natural gas cost that are being passed on to the consumer.

Chair Alcorn appreciated the progress the subcommittee has made in the short term and advised the Commission to continue to provide support and ideas in developing an outreach document for the community to reference later on.

Motion to note receipt and file.

M/S D. Gupta/N. Gupta Ayes: 7

3. March Information Services Report.

CIO Bill Marion provided a summary of the technology activities in Information Services for the month of April.

Information Services has filled its final vacant position, which brings the department's staff level to 100 percent. Staff is expediting several telecom companies to complete fiber installation projects within Milpitas. PC installation and rollouts throughout the city workforce. Web site redesign, Firefighter recruitment online. Public safety work and E-911 update and integration work, phone and radio equipment will be replaced in order. GIS base map work is nearing completion. Telecom easement under Dixon landing road to south McCarthy road. Slts-Clts and cellular location and local dispatch center.

Motion to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 7

4. Round Table Discussions.

Commissioner Ali-Santosa reported on possible long distance telephone service fraud involving residential customers. He spoke with Mr. Garcia earlier and brought this information to his attention to see if this matter could be investigated.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, May 14, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
May 14, 2001

**I. Call to Order
& Roll Call:**

Chair Alcorn called the meeting to order.

Members Present: A.Alcorn, G. Washburn, N. Gupta, V. Mathur, B. Anderson, I. Munir, P. Peterson, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion, and M. Schwarz

City Council: J. Lawson, Members Absent: R. Gopalaroa, D. Gupta

**II. Pledge of
Allegiance:**

The Commission recited The Pledge of Allegiance.

**III.
Announcements:**

No announcements were made from staff or the Commission.

**IV. Approval of
the Agenda:**

Motion to approve the agenda as submitted.

M/S G. Washburn/B. Anderson Ayes: 9

**V. Approval of
the Minutes
April 16, 2001**

Motion to approve the minutes as submitted.

M/S N. Gupta/B. Anderson Ayes: 9

**VI. Citizen's
Forum**

No comments taken.

**VII. Continued-
New Business:**

1. Nextel
Monopole S. 680
at Scott Creek.

Staff introduced Frank Guido with the planning department. Nextel Communications is requesting to install a 30-foot monopole within the Cal-Tran right-of-way on southbound 680. The primary direction of the cellular signal will towards the eastern foothills.

Vice Chair Washburn requested clarification to question 9 in the planning survey form. Nextel noted that the signal power to the referenced in survey form would not have a major impact to neighboring residents due to the position the panel antennas are pointed.

Commissioner Richerson commended Nextel for the design of the monopole structure by having it blend within the current surroundings. However, he was disappointed for not having the entire packet of information for the project at his disposal in order to do a thorough review and conduct a site visit. He added that by having this completed packet of information would have saved him a great deal of time in searching for the location along southbound 680. He requested staff that in the future any projects of this type include a complete packet of information surveys, photo simulations and questionnaires and that it be provided to the Commission with the normal agenda mail out.

Commissioner Mathur noted if Nextel's cellular signal would interfere with local residents 900-megahertz telephones. Vice Chair Wash noted that under FCC rule Part -15 that there would be little or no interfere. The Nextel representative added that the cellular service operates at 850-megahertz on a totally separate frequency.

Motion to recommend for approval to the Planning

Commission.

M/S G. Washburn/D. Richerson Ayes: 9

2. Telecom
Commission
Expanded Duties
State Energy
Crisis.

The Commission's subcommittee provided a status report on possible recommendations to provide to the city council on energy conservation matters. An outline was distributed to the Commissioners for discussion and review.

The Commission was eager to share the information to the City Council. Staff noted that the subcommittee would be able to share its information during the discussion of the energy commission development.

Chair Alcorn commended the groups rapid progress and noted that if the council accepts the subcommittees development that the information and future progress should be shoulder to the energy commission duties. The telecom commission should be relived of any future developments in energy conservation planning.

Motion to note receipt and file.

M/S G. Washburn/N. Gupta Ayes: 9

3. April
Information
Services Report.

CIO Bill Marion provided a summary of the technology activities in Information Services for the month of April.

Agreements are being negotiated with Pacific Bell and X O Communications to access to the city's conduits in exchange for fiber and connectivity to various city locations. Web site redesign has been completed and in full operation. The Firefighter recruitment online feature will also be launch on May 21. Public safety work and E-911 update and integration work, phone and radio equipment will be replaced in order. Successful integration of the new network equipment was completed during the month of May and staff reports increase in traffic speeds across the network from 155 mbps to 4 gbs. Video conferencing equipment is being requested by staff and will be presented to the council for approval. Finally, staff work on a virus attack that affected the City's entire e-mail service. Staff physically disconnected the e-mail server and immediately began working eliminating the virus. Upgrades to the network's virus scan program were made.

Motion to note receipt and file.

M/S N. Gupta/V. Mathur Ayes: 9

4. Round Table
Discussions.

Commissioner noted of the progress to install new light emitting diode (L.E.D.) traffic lamps and battery backups at most of the city's traffic intersections. The lamps would use less power and last much longer operating under battery backup power.

Staff reminded the Commission that the City Clerk has requested all Form 770 forms be completed and submitted to the City.

Vice Chair Washburn noted that the city's fire tactical repeater channel was faulty. Police Dispatch was notified of this and steps have been taken to replace the faulty equipment.

VIII.
Adjournment of
Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, June 18, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
June 18, 2001

I. Call to Order & Roll Call: **Chair Alcorn called the meeting to order.**

Members Present: **A.Alcorn, G. Washburn, N. Gupta,
R. Gopalaraa, D. Gupta
D.Richerson (Alt #1), G. Ali-Santosa (Alt #2)**

I.S. Staff: B. Marion, E. Pasion

City Council: **J. Lawson, Members Absent: Mathur, B.
Anderson, I. Munir, P. Peterson**

II. Pledge of Allegiance: **The Commission recited The Pledge of Allegiance.**

III. Announcements: **No announcements were made from staff or the Commission.**

IV. Approval of the Agenda: **Motion to approve the agenda as submitted.**

M/S G. Washburn/B. Anderson Ayes: 7

**V. Approval of
the Minutes
May 14, 2001**

Motion to approve the minutes as submitted.

M/S N. Gupta/B. Anderson Ayes: 7

**VI. Citizen's
Forum**

No comments taken.

**VII. Continued-
New Business:**

**1. Verizon Wireless
Antenna
Installation**

Staff introduced Troy Fujimoto with the planning department. Verizon Wireless is requesting to install multiple antennas on the rooftop of the Embassy Suites Hotel at 901 East Calaveras Boulevard and is seeking to provide cellular traffic coverage along the 680-237-freeway corridor. Currently, there is no cellular provider located on the rooftop of the Embassy Suites Hotel. Only an existing rooftop satellite is in place to provide in-house television programming.

Vice Chair Washburn noted that Verizon is encouraged to provide several safety measures as part of the installation request. One item to consider would include posting safety notices in the fire control room for emergency personnel informing them that a high frequency radio exposure is present and would require power-down. Additionally, telephone contact information would also be posted in order to contact the service vendor. This notice would also apply to normal maintenance access. Additionally, a revised diagram of the Embassy Suites rooftop layout be provided as well.

Commissioner Richerson asked Verizon if it had plans to upgrade the rooftop facility for this installation and if the location for the antennas had provisions for emergency back up power as well as have surge protection when power was returned to normal service. Verizon noted that improvements would be made to support the installation as well as the installation of a battery back up system along with surge

protection measures.

Commissioner Santosa asked if this installation would remedy the lack of cellular coverage in along the Piedmont Road area. Verizon noted that it has plans to cover that area in the near future.

Chair Alcorn requested that planning staff work with the Vice Chair Washburn as part of the review process for this application and forward any final recommendations the Planning Commission and that a copy of the report be sent to staff.

Motion to approve with the condition that Verizon provide to the City a revised Unistar survey addressing questions 1 & 7 and proper notification be posted in the fire control vault regarding radiation exposure.

M/S G. Washburn/D. Richerson Ayes: 7

2. Sprint PCS Equipment Installation.

Troy Fujimoto with the planning department provided a summary of the Sprint PCS wireless service request to install five and wireless communications cabinets and three PCS antennas along with stealth panels on an existing building located at 206 Rail Road Avenue.

Sprint PCS noted that it is continuing to deploy current cellular technology throughout the region. This request for installation is similar to those requested and approved at previous Commission meetings.

Commissioner Richerson asked the question if Sprint had made provisions for backup power for in the event of loss of energy. Sprint noted that such accommodations were already considered and that a contingency plan was part of the location.

Motion to approve as submitted and forward the Planning Commission.

M/S D. Richerson/D. Gupta Ayes: 7

3. Metro PCS Co-location Request.

Troy Fujimoto with the planning department provided a summary of the Metro PC request to co-locate several panel antennas on an existing monopole structure at 200 Serra Way at Calaveras Boulevard.

The Commission requested that a revised photo-simulation be provided to better clarify the installation of the equipment being placed on the existing monopole.

Motion to approve with the condition that a revised photo-simulation be provided to the city.

M/S G. Washburn/D. Richerson Ayes: 7

4. Telecom Commission Expanded Duties State Energy Crisis.

The Commission's subcommittee provided a status report on possible recommendations to provide to the city council on energy conservation matters.

Members of the subcommittee provide its information to the City Council. Several new ideas are being consider such as the Mayor's consideration of developing and locating cogeneration power plants in the Milpitas area.

There was consensus within the Commission that any future discussions on this issue should be forwarded to the future Energy Commission.

Motion to note receipt and file.

M/S D. Richerson/G. Washburn Ayes: 7

5. May Information Services Report. CIO Bill Marion provided a summary of the technology activities in Information Services for the month of May.

The I.S. staff successfully installed and transitioned over several new Cisco routing equipment, rollout and installation of the City's teleconferencing network was successful and operational, the launch of the first ever online job recruitment for the Milpitas Fire Department was very successful, upgrading the 911 dispatch center is on going, testing is ongoing for mobile laptops in both police and fire vehicles, GIS base map work is on going and a presentation will be given to the Planning Commission and later to the Telecom Commission and new technology was also rolled out at the new Milpitas Sports Center.

Staff is currently working with the City's Recreation Services Department in reviewing new software upgrades for it online registration component.

Motion to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 7

6. Round Table
Discussions.

Vice Chair Washburn noted clarification regarding FCC rule Part 15 involving consumer telephone handsets. He also report on the status on Fire Tactical 2 radio repeater is still encountering transmission problems and is being replaced by the City. Additionally, the City's Crossing Guards will now have a dedicated two-way radio channel established. Vice Chair Washburn reported that the Santa Clara County Communications was proposing a radio communications program where by area agencies would be able to have radio interoperability using the 700-megahertz frequency.

Commissioner Santosa noted that the current planning department technology questionnaire should have requirement for a signature confirming the validity of the information being submitted for cellular or wireless technology installations. Commissioner Richerson added that information pertaining to power supply backup and installation should also be added to the questionnaire.

Staff noted that I.S. will give the Commission a complete GIS base map presentation at a future meeting show casing the newly added features of the software.

VIII. Adjournment
of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, July 16, 2001.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
July 16, 2001

**I. Call to Order
& Roll Call:**

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, N. Gupta, D. Gupta, V. Mathur, B. Anderson, I. Munir, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

I.S. Staff: T. Medina , E. Pasion

City Council: J. Lawson

Members Absent: G. Washburn, P. Peterson, R. Gopalara

**II. Pledge of
Allegiance:**

The Commission recited The Pledge of Allegiance.

**III.
Announcements:**

Staff introduced Deputy Chief Information Officer Terry Medina to the Commission. Mr. Medina was standing-in for CIO Bill Marion who was out on jury-duty.

**IV. Approval of
the Agenda:**

Motion to approve the agenda as submitted.

M/S N. Gupta/B. Anderson Ayes: 8

**V. Approval of
the Minutes
June 18, 2001**

Motion to approve the minutes as submitted.

M/S N. Gupta/B. Anderson Ayes: 8

**VI. Citizen's
Forum**

No comments taken.

**VII. Continued-
New Business:**

1. June 2001
Information
Services Report.

Deputy CIO Terry Medina provided a summary of the numerous technology projects that the Information Services department was involved in for the month of June 2001. s

The Commission inquired about the City's web site in its current numbers of visitors to the site.

The I.S. staff noted that the new web site was designed so that a visitor would enter at the main page of the site regardless of what area of interest. This would allow for better tracking visits to the City's web site.

Motion to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 8

2. Round Table
Discussions.

Chair Alcorn and Commissioner Richerson requested that in future meetings that the group is given the opportunity to review and discuss the technology being deployed in to the new Milpitas City Hall building. It would be a separate agenda item for discussion and not part of the I.S. monthly report to the Commission.

The Commission noted that the current construction status of the new City Hall building has been delayed due to a work stoppage by one of the labor groups working on the project.

Chair Alcorn inquired that the Commission was interested in conducting another Commission/Information Services luncheon.

Commissioner Richerson asked if the Telecom Commission had assistance with legal counsel similar to the Planning Commission. Staff noted that the City's contract attorney would be able to field legal questions if requested to do so at the direction of the City Manager.

VIII.
Adjournment of
Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, August 20, 2001.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
September 17, 2001

**I. Call to Order
& Roll Call:**

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn R. Gopalaraa, V. Mathur, I. Munir,
G. Washburn, P. Peterson, N. Gupta, D. Gupta, D. Richerson
(Alt #1), G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion

Members Absent: B. Anderson City Council: J. Lawson

**II. Pledge of
Allegiance:**

The Commission recited The Pledge of Allegiance.

**III.
Announcements:**

No announcements from staff. Commissioner Gopalarao requested a moment of silence be observed before continuing the Commission meeting and once again at the conclusion of the meeting.

**IV. Approval of
the Agenda:**

Staff requested to amend the agenda and move item 1 Nextel discussion to item 3 and proceed with review of the Cingular antenna requests.

Motion to approve the agenda as amended.

M/S N. Gupta/D. Richerson Ayes: 10

**V. Approval of
the Minutes
August 20, 2001**

Vice Chair Washburn noted that Chair Alcorn was not present to adjournment the August meeting.

Motion to approve the minutes as corrected.

M/S A. Alcorn/N. Gupta Ayes: 10

**VI. Citizen's
Forum**

No comments taken.

**VII. Continued-
New Business:**

1. Cingular
Installation 341
Great Mall.

Mr. Frank Guido from the City's Planning Department introduced Cingular Communications' request to locate wireless antennas on the rooftop of Heald Business College located at 341 Great Mall Parkway. The installation would be a joint co-location project with Nextel Communications.

Vice Chair Washburn questioned what kind of communications technology was being installed at the location referencing the planning questionnaire and noting that there were inconsistencies with the answers being provided to items 2 and 3. Representatives from Cingular noted that it was deploying GSM communications technology, which explained the varied responses to the planning questionnaire.

Vice Chair Washburn noted as part of the installation of antennas on the rooftop of the building, Cingular also place placards on the fire control panels warning emergency personnel of radio exposure hazards and provide an all-hours telephone contact or a means of deactivating the equipment. Cingular noted it would comply with the notification request.

Commissioner Richerson asked if Cingular was providing backup power plans for the antennas on the site. Cingular representatives noted that plans were in place to provide battery back up power in the event of power outages. Battery system would give two-hours of power to the antennas.

Commissioner Ali-Santosa asked if additional protection was being considered for the cabinets that were located along the side of the building facing Montague Expressway. Cingular noted that it was looking at adding protective landscaping or even considering adding bollards for added measure in the event that a vehicle could accidentally deviate from the expressway.

Commissioner Richerson asked if Cingular and Nextel were actively partnering to locate its antennas. Cingular reported that it has not been working with Nextel. However, there have been instances where co-location of both services was ideal and

proceed jointly.

Motion to approve with the condition that Cingular place notification placards on the fire control panel.

M/S N. Gupta/D. Richerson Ayes: 10

2. Cingular
Installation 250
Roswell.

Planning staff provided a summary of the installation request by Cingular Communications to locate wireless antennas on the campus of Rose Elementary School at 250 Roswell Drive.

Cingular noted that it has provided revised plans to be considered and the questionnaire may not have the correct information. Planning staff provided additional information that was not submitted with the mail out packet which included details of the type of technology be proposed for the Rose Elementary location.

The Commission asked if Cingular was aware of an existing parabolic antenna. Commissioner Peterson noted that the parabolic antenna may have been in use in the past but may no longer be operational. Vice Chair Washburn noted it would have no effect on the proposed installation of the equipment by Cingular.

Motion to approve and forward to the Planning Commission for final approval.

M/S V. Mathur/D. Richerson Ayes: 10

3. Nextel
Installation 341
Great Mall.

Planning staff provided a summary of the installation request by Nextel Communications on the rooftop of Heald College at 341 Great Mall Parkway. Representatives from Nextel noted that installation of the antennas would allow for improved radio coverage in the Milpitas area. The addition of the antennas would support the recent approved installation of Nextel antennas at Fire Station One.

Vice Chair Washburn reiterated the need and requirement that prior to activation of the antenna site at 341 Great Mall Parkway, Nextel place placards on the fire control panels notifying emergency personnel of radio-radiation exposure. The placards must provide a telephone number contact or method of deactivating the antenna.

Commissioner Richerson asked if Nextel was providing backup power plans for the site. Nextel representatives noted that plans were in place to add battery back up power in the event of power outages and that the back up power would last up to two hours.

Motion to approve with the condition of placard notification placement at the fire control panel.

M/S D. Richerson/V. Mathur Ayes: 10

4. New City Hall
Technology
Report.

CIO Marion reported to the Commission the on going work involving the technology component of the new Milpitas City Hall complex. He reported on the installation and placement of telecommunications hardware and equipment throughout the various floors of the new city hall complex.

A visual presentation was also presented to the Commission detailing the level of work completed throughout the new city hall complex. Additionally, staff provided an example of the Cisco wireless equipment to be tested in the new building. The equipment would allow up to 50 people to connect to the City's network via wireless network.

The Commission added the concern of addressing the security issues involving wireless access. Staff noted it would research all options before it is put into use.

Motion to note receipt and file.

M/S G. Washburn/P. Peterson Ayes: 10

5. August 2001
Information
Services Report.

CIO Marion reported to the Commission on the various activities and projects that were undertaking by the City's Information Services Department.

These activities included the addition of fiber optic multiplex cables, addressing a temporary telephone outage at the Milpitas Community Center, assisting the Milpitas Police Department with integrating CDPD within its operation, coordinating with AT&T Broadband for cable installation for the new city hall building, addressing continued revisions for the State of California's E-911 upgrade program, evaluating furniture requirements for the Milpitas dispatch center and finally, tracking and developing new programs and information for the City's web site.

Staff also added that the City's Emergency Operations Center EOC was activated and staffed in response to the event on September 11, 2001. No major actions were taken that day but the EOC remained opened in a stand-by mode.

Motion to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 10

6. Round Table Discussions.

Commissioner Ali-Santosa discussed the possibilities of the use of warning sirens during a major emergency and if it is something that is worth researching. Vice Chair Washburn noted that the use of sirens have not been in operation recently in the Milpitas area except for eminent flooding. Mr. Washburn added that most notifications of emergencies are handled through local radio broadcasts and that the anyone can get notification of EDIS emergency incidents through www.incident.com.

Vice Chair Washburn reported on the Nextel installation work with Fire Station One and the ongoing two-way radio replacement with the City.

Commissioner Gopalarao asked if the City was seeking or was being requested by telecommunications companies to locate antennas on the roof top the of the new city hall building. CIO Marion reported that there were no plans to allow telecommunications companies to lease space on the new city hall rooftop.

VIII. Adjournment of Meeting

Chair Alcorn requested the Commission to conclude the meeting with a moment of silence and then adjourned to the next meeting of Monday, October 15, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
October 15, 2001

**I. Call to Order &
Roll Call:**

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, P. Peterson, N. Gupta, I. Munir, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion City Council: J. Lawson

Members Absent: B. Anderson, D. Gupta, R. Gopalara, V. Mathur

**II. Pledge of
Allegiance:**

The Commission recited The Pledge of Allegiance.

**III.
Announcements:**

No announcements from staff.

Commissioner N. Gupta attended Milpitas Remembrance Event, held at the Sports Center Gym on October 10 and he reported that it was well attended by the Milpitas community.

IV. Approval of the Agenda: Motion to approve the agenda as submitted.

M/S N. Gupta/D. Richerson Ayes: 7

V. Approval of the Minutes September 17, 2001 Chair Alcorn noted was not the maker of the motion for minutes for September 17, 2001, and should be corrected accordingly.

Motion to approve the minutes as corrected.

M/S D. Richerson/N. Gupta Ayes: 7

VI. Citizen's Forum No comments taken.

VII. Continued-New Business:

1. New City Hall Technology Report.

CIO Marion reported to the Commission the on going work involving the technology component of the new Milpitas City Hall complex.

He reported on the current wiring of electrical and data lines being conducted by Sasco Electrical. I.S. staff is coordinating with AT&T Broadband to start installation of cable television wiring in to the new building as well.

I. S. has begun reviewing telecom and office furniture equipment that would be installed throughout the new city hall building. Staff anticipates that the building will be sealed within the next month to prevent any inclement weather

from entering the new structure.

Progress is being made involving the audio and visual component of City Hall and staff is working with BBI Engineering, INC., of San Francisco, during this phase of implementation.

CIO Marion would work on setting a date and time to allow for the Commission to tour the new building and see first hand the work in progress.

Motion to note receipt and file.

M/S G. Washburn/P. Peterson Ayes: 7

2. September 2001 Information Services Report.

CIO Marion reported to the Commission on the various activities and projects that were in progress by the City's Information Services Department. The Commission was provide a summary of the current activities.

Motions to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 7

3. Round Table Discussions.

Vice Chair Washburn reported on the Nextel installation work at Fire Station One and noted that the monopole should be in place and operational by the end of 2001.

Commission Ali-Santosa reported that the Milpitas Energy Committee has begun its meetings and is reviewing energy saving issues for the Milpitas community. He also reported on his participation in the Milpitas Strategic Actions For Emergencies (S.A.F.E.) program.

Commissioners Richerson reported on the recent Parks & Recreation summit that was held in Milpitas. The event was well attended by many other communities.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, November 19, 2001.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
February 26, 2001

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: D. Gupta, P. Peterson, , R. Gopalaraa,
A.Alcorn, G. Washburn, , V. Mathur, N.
Gupta, D. Richerson (Alt #1), G. Ali-
Santosa (Alt #2)

I.S. Staff: B. Marion, D. Nam, E. Pasion

Members Absent:

City Council: J. Lawson, I. Munir, B. Anderson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff distributed survey forms for the Milpitas
Neighborhood Beatification project. Chair Alcorn noted that
he will be absent at the next Commission meeting.
Commissioner Richerson announced that he has a new
employer. Commissioner Santosa announced that he
attended the new AT&T cable store opening at Milpitas
Town Center.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S G. Washburn/D. Richerson Ayes: 9

V. Approval of the Minutes

December 18, 2000

Commissioner Santosa noted his comments regarding the Senior Surfers should also be made aware of internet scam artists taking advantage of them and should be warned of such e-mail activities.

Motion to approve the minutes as amended.

M/S N. Gupta/D. Richerson Ayes: 9

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Sprint PCS Proposed Facility 341 Great Mall Parkway.

Planning staff provided a summary of Sprint Communications' request to install cellular antennas on the rooftop of the Heald College building at 341 Great Mall Parkway.

The Commissioners discussed the concerns and operational hazards working around the antennas. Staff and representatives from Sprint Communications noted that access to the rooftop by any maintenance worker will be given advanced warning of through posted signage. Additionally, workers will be able to shut down power to the antennas when requiring roof top access.

The Commissioners requested clarification on the radiation exposure as it relates to the proximity of the Great Mall. Vice Chair Washburn and Sprint noted that the distance from the Heald College

building and the Great Mall is far enough that the radiation exposure would be minimal if nonexistent due to the distance being transmitted.

Motion to approve and forward to the Planning Commission.

M/S G. Washburn/D. Richerson Ayes: 9

2. Sprint PCS Proposed Facility 1331 E. Calaveras Blvd.

Planning staff provided a summary of Sprint Communications' request to install cellular monopole antenna within the parking lot of the Milpitas Unified School District offices at 1331 East Calaveras Blvd.

The Commissioners found the project technology to be consistent with other Sprint cellular projects. Commissioner Richerson noted that in the future that Sprint notate the existing and future locations with either color markings or landmarks for easy reference.

Motion to approve and forward to the Planning Commission.

M/S D. Richerson/N. Gupta Ayes: 9

3. Telecom Commission Expanded Duties State Energy Crisis.

CIO Bill Marion reported to the Commission that the City Council was presented with a list of ideas that

other cities were considering in addressing the State's on going energy crisis issues.

The Mayor directed the city manager's departments to develop ideas and plans that would address energy conservation throughout city's daily operations. The Commission was requested to develop ideas and plans to address the same issues for the Milpitas community.

Staff reported that the City Council suggested that the Commission consider developing ideas and recommendations and that a subcommittee of the Commission be created to develop these ideas to be reported back at a later meeting.

The Commission's role would address energy conservations issues at all levels of the city including the new city hall development.

Chair Alcorn suggested that subcommittee be developed. Commissioners Richerson, Santosa and Dinesh Gupta volunteered for the duties.

Motion to for a subcommittee to look at long term planning and development of a scope of concepts addressing the states energy crisis.

M/S D. Gupta/R. Goplarao Ayes: 9

4. Commission Alternate Discussion.

Staff reported that the City Clerk was seeking input from all city Commissions on the issue of term limits for Alternates. Staff reported that the Telecommunications Commission had addressed the

Alternate position in its By-Laws. The City Clerk is developing recommendations for the Alternates positions for other Commissions that currently do not have Alternates. The report would be presented to the City Council.

The Commission suggested that the City Council provide all the Commissions with a template to work with and consider adopting in their existing By-Laws.

Chair Alcorn noted that the Commission's current By-Laws addresses the Alternate positions duties and feels that a change would not make a difference.

As for the matter of attendance, the Commissioners noted that the City Council could remove a Commissioner for lack of attendance. Commissioner Richerson provided a data list based on the current attendance reported from the meeting minutes.

Overall, the Commission did not feel to make any major changes to the Alternate positions and requested that it receive direction from the City Council regarding this matter.

Motion to work with the City Council on a recommended broiler plate regarding Alternate terms.

M/S D. Gupta /N. Gupta Ayes: 9

5. City Web Site Update.

The CIO provided a short demonstration and overview of the new web site that Information Services was developing.

The new web site development was in progress and will have a new look and layout. The goal will eventually provided for electronic commerce module that will be provided by the city's finance division.

Motion to note receipt and file.

M/S G. Washburn/D. Richerson Ayes: 9

6. January Information Services Report.

The CIO provided a brief summary of various technology projects currently in progress as outlined in the monthly Information Technology report for the month of January 2001.

Information Services has been coordinating various projects involving the city's capital improvement budget, wiring of new city hall, working on new agreements with Pacific Bell and X.O. communications, provided UPS back up systems for Fire Station #4, and a recently approved computer purchase.

Motion to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 9

7. Round Table Discussions.

Vice Chair Washburn reported that the Fire department has been working with staff regarding

the Nextel tower relocation project. He also reports that KDTV is also interfering with the city's radio transmission.

Chair Alcorn noted that the Telecommunications Commission should also move its meeting to the new city council chambers when the new city hall is open.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, March 19, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
December 17, 2001

**I. Call to Order & Roll
Call:**

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, D. Gupta,
, I. Munir, N. Gupta, D. Richerson (Alt #1), G. Ali-
Santosa (Alt #2)

City Council: J. Lawson I.S. Staff: T. Medina, E.
Pasion

Members Absent: R. Gopalroa, P. Peterson, B.
Anderson, R. Gopalroa

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No announcements were recorded from staff or from
the Commission.

**IV. Approval of the
Agenda:**

Chair Alcorn noted that the agenda order would be
shuffled to accommodate the AT&T presentation.

Motion to approve the agenda as submitted.

M/S N. Gupta/D. Richerson Ayes: 7

**V. Approval of the
Minutes November 19,
2001**

Commissioner N. Gupta noted he was not present at November meeting for the record.

Motion to approve the minutes as amended.

M/S N. Gupta/G. Washburn Ayes: 7

VI. Citizen's Forum

No comments were taken from the audience.

**VII. Continued-New
Business:**

**1. New City Hall Technology
Update.**

Deputy Chief Information Officer, Terry Medina, presented to the Commission an update of the new information technology being installed into the new City Hall building.

Staff reiterated the report presented to the City Council at its December 4, 2001, meeting. Photographs were provided detailing the current level of work and completion in the new city hall complex.

It was reported to the City Council that the new building would be open for business on March 11, 2002.

Staff reported that the City was waiting for the State to inspect and approve the building's internal elevator system and could not remove the exterior man lift until the State has given its final approval.

Motion to note receipt and file.

M/S N. Gupta/D. Richerson Ayes: 7

2. AT&T Year End Report.

Chair Alcorn welcomed Eddie Garcia with AT&T Broadband.

Mr. Garcia provided a summary of activities that AT&T had completed and was planning. In early 2001 AT&T opened in a state-of-the-art broadband store in the Milpitas community. Regarding the AT&T business as a whole, the corporation split into separate divisions to better serve its investors with improved opportunities. The cable broadband division became its own company with the AT&T brand name. Its board of directors is currently reviewing options for a possible sale of the company to Comcast, Cox or AOL-Time Warner.

Mr. Garcia report that in early December AT&T broadband implemented the transition of high speed Internet services from former business partner Excite@Home. AT&T's bid to buy Excite@Home was denied and the high-speed Internet service was shut down. Internet service was temporally halted as AT&T reconfigured and transitioned former Excite@Home customers to its own network. Although the transition was not prefect, AT&T was able to provide Internet service to a majority of its customers and is still working to support those users needing reconnection.

Chair Alcorn asked is AT&T less vulnerable to the system problems. Mr. Garcia concurred adding more work is being done to support and improve the AT&T network noting there are no more operational ties with Excite@Home. AT&T is in complete control of its network.

Commissioner Richerson reported to the Commission his displeasure with AT&T's handling of the entire process.

Washington Post article was the only positive article that supported the handling. Overall, he will not be subscribing with the AT&T brand product in the future. Commissioner Richerson feels that this event should motivate some kind of public utility protection that would better serve the consumer. Additionally, he would like to make a motion to have this item discussed at the January 28, 2002, meeting for further public discussion.

Council member Lawson noted that staff would need to first evaluate the level of concern brought fourth by the community concerning AT&T's handling of the matter. Secondly, holding a public forum may not be the best avenue for resolving customer service issues. However, did suggest that staff could work on finding a better method of addressing customer complaints more effectively.

Mr. Garcia agreed with the concerns of Commissioner Richerson and that AT&T has an established method of handling complaints at all levels of service. However, Mr. Garcia noted that trying to apply regulatory guidelines to "personal customer service" matter might not work well. As demonstrated in the past, he is willing to work with Milpitas customers directly to help resolve their concerns with their broadband services. Mr. Garcia reiterated the fact that it was Excite@Home's business decision to disconnect the high-speed Internet services. AT&T responded immediately to get those disconnected customers back online as fast a possible. He noted that 97% of the customers impacted by the @Home disconnection was back online within a six day period. AT&T is working to resolve those outstanding broadband service matters.

Commissioner Dinesh Gupta express his concern that the any personal service matters with AT&T should be

dealt with an individual consumer rather than discussing it as a general problem before the Commission. The Commission's role is to deal with policy matters and general issues. Commissioner Richerson disagreed and felt that this matter with AT&T should be discussed as a general problem.

Council member Lawson noted that Commissioner Richerson personal experience with AT&T reflects those experiences of others in the community. The Commission should investigate this matter on whether additional discussion is needed.

Chair Alcorn requested that staff work with AT&T to see what avenues are available to the City for further dialogue and would support a motion doing so. Additionally, Chair Alcorn added that his AT&T services were also done for several days. After accessing the AT&T directory assistance web site and downloading the needed files his services was back to normal. Adding that the process was simple to follow.

Commissioner Santosa noted that AT&T should consider developing a method of recovery so that customers can be able to reconnect to the service and contact other users to forward messages. Mr. Garcia agreed and would suggest that to the AT&T executives.

Mr. Garcia reported that AT&T was proactive in getting the information out to its customer that changes would be made in the event of a change of service.

Commissioner Richerson reiterated that this event would place Internet companies like AT&T on notice. Adding that AT&T did the best it could do under the circumstances to provide connectivity to existing customers.

Vice Chair Washburn offered a motion for staff to investigate the continued involvement of the Commission on this matter.

Motion to recommend staff to further review the involvement of the Commission regarding the AT&T/@Home service and the general policy issues and report back to the Commission at its January 28, 2002 meeting.

M/S G. Washburn/D. Gupta Ayes: 7

Commissioner Richerson requested a detailed explanation of items listed in the AT&T quarterly report as submitted to the Commission. He added that it was difficult to translate the information and requested Mr. Garcia to provide an explanation of the items listed on the quarterly report.

Mr. Garcia explained that the information provided to the Commission follows a prescribed method of tracking and reporting over a period of 20 days each month in which all technical activities, planned and unplanned, are kept.

Commissioner Richerson noted that the reported outages in the AT&T quarterly report did not match his independent log and of recorded outages. Council member Lawson suggested that Commissioner Richerson provide a copy of the independent log to AT&T for further review.

Mr. Garcia also added that, currently, high-speed cable data service is considered part of the cable service that AT&T provides. Franchise fees are currently paid on that service. However, the Ninth Circuit Court of Appeals considers it not a part of the cable service. The FCC is currently reviewing this

matter and should have a decision later this spring.

Commissioner Santosa suggested that reports be formatted in a pie-chart layout to easily follow the progress of the quarterly reporting from AT&T.

Mr. Garcia would suggest this to his peers. He did suggest that it could be considered in the future cable franchise review noting that any major changes to the reporting structure would need reviewing.

Commissioners Dinesh Gupta noted that the report could be improved by adding a level of performance chart detailing what has been met or needs to be improved. Mr. Garcia would work on implementing feature to the reports.

Chair Alcorn reported the new additions to the digital cable channels to the service; however, he was having difficulty accessing those channels. Mr. Garcia added that he could resolve the problem with his service and encouraged the Commission to contact him AT&T via telephone (408) 918-3246 or by e-mail so he can make things easier to process.

Commissioner Richerson asked if the digital cable service would ever utilize the data space located in between the channels to provide informational updates to AT&T customers as another method of notification of planned maintenance and outages.

Mr. Garcia noted that the satellite technology that AT&T uses to distribute its cable television programming to all its locations throughout the nation. At this time, AT&T has not addressed accessing specific local areas for notification messaging on its local channels due to satellite programming. Commissioner Richerson added this would be helpful in the long run if some kind of notification

of planned maintenance could be provided to customers.

Chair Alcorn requested that Commissioner Richerson provide Mr. Garcia with his log of outages in the Milpitas area for cross-referencing.

Motion to note receipt and file.

M/S G. Washburn/N. Gupta Ayes: 7

3. Support of AB 1150 Report.

Assistant City Manager, Blair King, provided a summary of State Assembly Bill 1150.

The bill is currently seeking legislative support for further passage. AB1150 seeks to authorize governmental bodies that own property used by a telecommunications business to negotiate access to rights-of way and easements. It would allow City's to garner fees for use the public's streets. Additionally, AB1150 will level the current field with cable television providers and telephone providers by requiring that a similar franchise system be established for accessing rights-of way and easements.

Staff is requesting that the Commission recommend support to AB1150 and that a letter of support be drafted with the City Council's support of the assembly bill.

Motion to recommend letter of support to AB1150.

M/S D. Richerson/N. Gupta Ayes: 7

4. November 2001
Information Services
Report.

Deputy Chief Information Officer, Terry Medina, presented to the Commission a summary of the Information Services Department monthly report for November 2001.

The items that staff reported on accomplishment included the complete removal of Asynchronous Transfer Mode (ATM) services through Pacific Bell. All data traffic and the city's high-speed data connections are now maintained internally. Information Services was successful in eradicating two virus attacks to the City's e-mail system with minimal downtime. Information Services continues to support the transition of the Police/Fire Dispatch center RMS system.

Information Services is assisting with Recreation Services in upgrading its registration software which will be implemented shortly.

To date, the City's web site received 1.1 million visits and I. S. has transitioned from @Work, a business version of @Home, to a more stable Internet service provider. The switch was completed in less than an hour with no problems. Commissioner Richerson noted that he was having problems logging on to the site. Mr. Medina noted that it would take a short time to have the search engines to refresh its information banks to recognize the new information. Staff is working on adding a comments page to the Milpitas web site to help better improve the work that staff is currently doing.

Commissioner Richerson noted that the e-mail addresses for Vice Mayor Livengood was inconsistent. Staff added that it would correct the e-mail address.

The Commission asked if the City was currently supporting a VAX data system. Staff noted that it is

currently replacing the existing VAX system and is updating and transitioning the system to a more stable platform.

Finally, Information Services was completing testing on the City's electronic commerce system with the finance department and would plan a roll out of the services in early 2002.

Motion to note receipt and file.

M/S N. Gupta /D. Richerson Ayes: 7

5. Round Table Discussions. No discussions were made from the Commission for the record.

Staff reminded the Commission of the next meeting is scheduled for January 28, 2002, and the All Commission dinner is set for Thursday, January 31, 2002, at the Embassy Suites Hotel.

VIII. Adjournment of Meeting

Chair Alcorn adjourned to the next meeting of Monday, January 28, 2002.

#

City of Milpitas
Unapproved Minutes
Telecommunications Commission
January 24, 2000

I. Call to Order & Roll Call:

Acting Chair Washburn called the meeting to order.

Members Present: G. Washburn, N. Gupta, A. Alcorn, B. Anderson, V. Mathur,
I. Munir, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

City Council: J. Lawson,

Staff: E. Pasion,

Members Absent: P. Peterson, R. Gopalaraa, D. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff announced that the City would be hosting a meeting on February 2 to start off the Neighborhood Beautification Ordinance.

IV. Approval of the Agenda:

Staff requested the Commission to continue agenda items 3 and 4 to future meeting.

Acting Chair George Washburn requested the Commission to switch agenda item 2 with agenda item 1 accommodate the Cellular One presentation.

Motion to approve the agenda as amended.

M/S G. Washburn/N. Gupta Ayes: 8

**V. Approval of the Minutes
December 13, 1999**

Motion to approve the minutes as submitted.

M/S A. Alcorn/B. Anderson Ayes: 8

VI. Citizens Forum:

No comments taken from audience.

VII. Continued-New Business:

1. Cellular One Antennas Installation

Staff introduced Marina Rush with the City's Planning Division. A representative from Cellular One and a representative for the property owner were available to answer the Commission's questions.

Cellular One was proposing to install three sets of panel antennas on the rooftop of the property located at 500 East Calaveras Blvd.

Acting Chair Washburn asked if Cellular One for clarification that the it service was operating on a narrow band frequency. The Cellular One representative concurred that it services operated on a narrow band frequency.

The representative for the property owner also noted that it is working with Nextel Commission to install similar communications equipment on it rooftop at a later date. The site has a building manager to accommodate this request to assist with the process.

Motion to recommend for final approval to the Planning Commission.

2. Nomination of Chair and Vice Chair

Nominations for the seat of Chair were taken. Mr. Washburn nominated Albert Alcorn as Chair. No other nominations were offered. Mr. Washburn made the Motion and Mr. Anderson made the Second. The Commission voted unanimously to select Albert Alcorn to serve as Chair to the Telecommunications Commission.

Nominations for the seat of Vice Chair were taken. Mr. Alcorn nominated Mr. Washburn to serve as Vice Chair. No other nominations were offered. Mr. Alcorn made the Motion and Mr. Richerson made the second. The Commission voted unanimously to select George Washburn to serve as Vice Chair to the Telecommunications Commission.

3. G.I.S. Presentation

Item Continued to a future meeting.

4. December I.S. Activity Report

Item Continued to a future meeting.

5. Assessment of City Radio Equipment

Vice Chair Washburn provided a summary of the radio frequency issues involving the City. Staff provided a last minute update to the Crown Plaza Holiday Inn rooftop site. Letter of understanding from the Crown Plaza

Holiday Inn was produced by its management allowing continued placement of the City's public safety radio communications equipment on its rooftop.

Mr. Washburn also reported that staff from Information Services provided a detailed outline of the current inventory of radio frequencies being used by the City. He also noted that the City should not abandon the 800 MHz Police frequency. Instead it should consider using the radio channel for Public Works since the license is still owned by the City.

Finally, staff report that AT&T's legal staff was still reviewing the Commission's request to recognize that @Home internet product falls under the same guidelines for customer services as the cable television product.

Commission Richerson reported that the AT&T @Home service has been performing normally. He would be interested in reviewing the next AT&T quarterly report to review their service outages. He brought the concern of personal security of individual PC's on the @Home network since the service is constantly on. The possibility of hackers roaming individual home computers is a concern. He requested the Commission to have AT&T at a future meeting to provide an explanation.

Motion to request staff to contact AT&T regarding the @Home security issues and note, receipt and file

M/S N. Gupta/A. Alcorn Ayes: 8

6. Round Table Discussion

Vice Chair discussed sun spots affecting satellite communications. Chair Alcorn discussed Y2K his observations at the EOC activation on New Year's Eve. Vice Chair Washburn noted the FCC's attempt to open up the FM band for accessing frequencies for community radio stations.

IS will be holding an Commission luncheon on Friday, Jan 28 to recognize IS staff. Chair Alcorn would like to start discussions on the redesign of the City's web site. Commissioner Richerson handed out an outline on proposed goals for to consider for the following year. Commissioner Anderson inquired about the City Clerk Form 700 documents. Telecom discussion for the new city hall . Councilmember Lawson provided a summary of the status of hiring a new City Manager.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, February 28, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
December 18, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: I. Munir, P. Peterson, , D. Gupta, N. Gupta, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

City Council: J. Lawson, I.S. Staff: B. Marion, E. Pasion

Members Absent: R. Gopalaraa, A. Alcorn, G. Washburn, B. Anderson, V. Mathur

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reported on the re-appointments of Commissioners Alcorn, Washburn, Anderson, and Gopalarao were to go before the city council at their December 19, 2000, meeting. Staff also reported on the upcoming All Commission's dinner on January 29.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/D. Richerson Ayes: 6

V. Approval of the Minutes
November 27, 2000

Commissioner Richerson noted that a section of the minutes regarding the Cellular One MUSD monopole discussion was missing from the minute and should be corrected.

Motion to approve the minutes as amended.

M/S N. Gupta/I. Munir Ayes: 6

VI. Citizen's Forum
No comments taken.

VII. Continued-New Business:

1. Antenna Installation Request; Sprint Communications 875 S. Park Victoria

Frank Guido from the City's Planning Staff introduced Ben Davies with Sprint Communications. Sprint is requesting to install a cellular antenna at 875 South Park Victoria on the rooftop of an existing building.

Commissioners discussed the various utilities to be located on the building. Additional information was provided regarding the backup battery time to support the cellular operations in the event of a power failure.

Motion to approve with the condition that Sprint communications provide advanced notice to the city's public works and fire department and PG&E

prior to accessing the city's streets.

M/S D. Richerson/N. Gupta Ayes: 5
P.Petersen Abstain: 1

2. October Information Services Report.

The CIO provided a brief summary of various technology projects currently in progress as outlined in the monthly Information Technology report for the month of November 2000.

Motion to note receipt and file.

M/S D. Richerson/N. Gupta Ayes: 6

3. Round Table Discussions.

Acting Chair Gupta discussed staff coverage within Information Services. Commissioner Santosa discussed the limited cellular coverage of GTE-Verizon Wireless in the eastern section of Milpitas. Commissioner Richerson noted the future downsizing of cell site coverage in the area as the demand for expanded cellular service increases.

VIII. Adjournment of Meeting

Acting Chair Gupta adjourned the Commission to the next meeting of Monday, January 22, 2001.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
March 20, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, B. Anderson, I. Munir, P. Peterson,
V. Mathur , N. Gupta, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

City Council: J. Lawson, Staff: S. Gooding, E. Pasion,

Members Absent: D. Gupta, R. Gopalaroa

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff made no announcements.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S G. Washburn/D. Richerson Ayes: 9

V. Approval of the Minutes February 28, 2000

Motion to approve the minutes as amended.

M/S P. Peterson/B. Anderson Ayes: 9

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Telecommunications Master Plan

Staff provided copies of the city's telecommunications master plan for the Commission's review. The document was first developed in 1994-1995 to help the City of Milpitas address its future needs of telecommunications technology and the benefits associated with a connected community.

Several planned phases were developed and implementations of those phases have been on going. Staff reported that phase one of the master plan, connecting City Hall to Public Works/Police, has been completed. Information Services is currently reevaluating the equipment list that was recommended for the next phases.

Given the details of the document, the Commission recommended reviewing the telecommunications master plan in greater detail and discussing the creating a future document at a future meeting.

Motion to note receipt and file.

M/S N. Gupta/B. Anderson Ayes: 9

2. Alpha Internet System City Web Page

Staff introduced Mike D'Amico, President of Alpha Internet Systems.

Mr. D'Amico provided a summary the current state and user functionality of the City of Milpitas web site. As a comparison, Mr. D'Amico displayed before the Commission, the City of Santa Clara's web site. Santa Clara's was the next version that Alpha Internet Systems would propose to the City of Milpitas providing greater flexibility and operational functionality to the web site.

The entire process to upgrade the Milpitas web site would take three months for Alpha Internet Systems to complete. It would cost an additional \$2,500 per month added to the monthly operation cost of \$1070 during the three-month upgrade period.

The Commission asked staff what the current time line is to bring the web site in-house. Staff noted that it would be a year at best before work would start to bring the web page in-house.

Motion to direct staff to draft a recommendation to the city council to begin the upgrade process to the city's web site with Alpha Internet Systems to version 2.0.

M/S D. Richerson/G. Washburn Ayes: 9

3. GIS Map Presentation

Acting CIO, Scott Gooding, provided a hands-on demonstration of the planned deployment of GIS map technology. Examples of GIS maps of the Milpitas area were displayed for the Commissions viewing.

The GIS map technology application will eventually have wide use throughout all city departments for handling research presentations and planning matters.

The Commission requested copies of the maps on disk for their review.

Motion to note receipt and file

M/S N. Gupta/D. Richerson Ayes: 9

4. February I.S. Activity Report

Scott Gooding, Acting Chief Information Officer, requested that this item

be continued for the month of April.

5. Round Table Discussion

Vice Chair Washburn status report of the City's radio channel licenses and new licenses being obtained for the alternate emergency operations center at the new fire station one at 777 South Main Street.

Other radio issues include the aforementioned re-licensing of Fire Department sites; review of balance of site and mobile licenses; licensing of an alternate emergency operations center; conversion of Fire Tac-2 to repeater operation and finally, re-use of PD data channel by Public Works or by the Recreations Services division.

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, April 17, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
April 17, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, D. Gupta, R. Gopalaroa

N. Gupta, D. Richerson (Alt #1)

City Council: J. Lawson, Staff: Karen Marcel, E. Pasion,

Members Absent: B. Anderson, P. Peterson, V. Mathur, G. Ali-Santosa (Alt #2)

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff announced the City has hired Mr. Tom Wilson as its new City Manager. Mr. Wilson's first day with the City will be May 8. Staff also announced that the City has hired Mr. Bill Marion as its new Chief Information Officer. Mr. Marion's first day with the City will be May 22.

Finally, staff reported that Mike Roacha, Ivan Randall and Scott Gooding have all resigned from their positions with Information Services. They have chosen to pursue new opportunities in the growing information technology

marketplace.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S G. Washburn/D. Gupta Ayes: 7

V. Approval of the Minutes March 20, 2000

Motion to approve the minutes as amended.

M/S D. Gupta/D. Richerson Ayes: 7

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Nextel 1000 Jacklin Road.

Annelise Judd with the City's Planning Division provided a summary of the requested location by Nextel Communications. The vendor plans to install 12 telecommunications panel antennas on a proposed 10' penthouse on an existing building at 1000 Jacklin Road.

The Commission found no outstanding issues involving this requested location by Nextel Communications and recommended approval to the Planning Commission.

Motion to approve and recommend to the Planning Commission.

M/S G. Washburn/D. Richerson Ayes: 7

2. Nextel 500 E. Calaveras Blvd

Nextel Communications is requesting to install 12 4" panel antennas facade mounted to an upper parapet to an existing building including a 10 x 20 x 10 high equipment shelter at 500 East Calaveras.

The Commission found no outstanding issues involving this requested location by Nextel Communications and recommended approval to the Planning Commission.

Motion to approve and recommend to the Planning Commission.

M/S D. Gupta/G. Washburn Ayes: 7

3. Nextel 642 Barber Lane

Nextel Communications is requesting to install wireless telecommunications equipment at 642 Barber Lane. The communications equipment will be installed behind an existing wall front at the location. Currently, Pacific Bell Mobile Services operates communications equipment at the same location. The Nextel equipment would have no operational conflict with the Pac Bell equipment.

The Commission found no outstanding issues involving this requested location by Nextel Communications and recommended approval to the Planning Commission.

Motion to approve and recommend to the Planning Commission.

M/S D. Gupta/G. Washburn Ayes: 7

4. Wireless Facilities Inc. 1900 McCarthy

Wireless Facilities Inc. is requesting to install two communications antennas on the roof top of an existing building at 1900 McCarthy Blvd.

The technology being planned is a 38 GHz point-to-point microwave communications technology. The Milpitas site will be only location planned for Santa Clara County area. There are two additional sites in downtown San Jose and near the San Jose International Airport.

Motion to approve and recommend to the Planning Commission.

M/S D. Richerson/ N. Gupta Ayes: 7

5. Feb/March I.S. Activity Report

Staff provided to the Commission the monthly activity reports for February and March. Karen Marcel, Acting Deputy CIO, provided a status of the public safety system back up plans involving the GTE communications.

Motion to note receipt and file.

M/S D. Gupta/R. Gopalarao Ayes: 7

6. Round Table Discussion

Vice Chair Washburn provided a status report on the city's radio re-license registration project.

Chair Alcorn asked to the Commission to consider reviewing the city's telecom master plan for future discussion at a later meeting and consider planning to form a telecom subcommittee to review the specific sections of the master plan.

Motion to note receipt and file

M/S N. Gupta/D. Richerson Ayes: 7

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, May 15, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
May 15, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, B. Anderson, I. Munir, V. Mathur, D. Gupta, G. Ali-Santosa (Alt #2) ,

City Council: J. Lawson, Staff: E. Pasion,

Members Absent: R. Gopalaraa, N. Gupta, P. Peterson, D. Richerson (Alt #1)

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff announced that the City's new city manager, Tom Wilson, has started work and is familiarizing himself with the staff.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S D. Gupta/V. Mathur Ayes: 7

V. Approval of the Minutes

April 17, 2000

Motion to approve the minutes as submitted.

M/S D. Gupta/ V. Mathur Ayes: 7

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Metricom Wireless.

Staff introduced Mehdi Khaila, with the City's engineering division, to present the Metricom contract review.

Staff is seeking the Commission's approval to extend the contract with Metricom for an additional six months. The purpose is to review and recommend to the City Council a new contract with Metricom. Staff has provided a contract amendment outlining the changes.

Motion to adopt the amendment to the City Council.

M/S G. Washburn/B. Anderson Ayes: 7

2. Sprint Monopole 1331 E. Calaveras.

David Tilley, from the City's planning division, provided a summary of Sprint's request to place a communications monopole at 1331 East Calaveras on the property of the Milpitas Unified School

District. Representatives from Sprint were present to address the Commission's questions.

After review of the project the Commission found the location of the monopole not to have any possible radiation impacts on the surrounding campus and near-by residential area.

Motion to approve and recommend to the Planning Commission.

M/S G. Washburn /D. Gupta Ayes: 7

3. Nextel 1900 McCarthy Blvd.

David Tilley, from the City's planning division, provided a summary of Nextel's request to place a communications cabinet on the rooftop of an existing building at 1900 McCarthy Blvd.

Vice Chair Washburn noted that the Commission review another wireless provider (Wireless Facilities Inc.) to locate its communications equipment on the same rooftop and suggested that Nextel contact this vendor.

Nextel reported to the Commission that its service has become increasingly in demand. With this demand comes the need to provide increased capacity to the service.

After review of the project the Commission found the location of the monopole not to have any possible radiation impacts on the surrounding campus and near-by residential area.

Motion to approve and recommend to the Planning Commission.

M/S D. Gupta/V. Mathur Ayes: 7

4. Nextel 1000 Jacklin Rd .

Staff provided summary of a revised request by Nextel Communications at 1000 Jacklin Boulevard.

The Commission originally reviewed this request at its April meeting. Nextel is seeking to relocate its equipment to an existing monopole located on the property.

Staff found no outstanding issues and requested the Commission for its review and approval. The Commission concurred with the revision by Nextel and recommended approval.

Motion to approve and recommend to the Planning Commission.

M/S D. Richerson/ N. Gupta Ayes: 7

5. Nextel 300 Montague Expressway.

Staff provided summary of the panel antenna request by Nextel Communications at 300 Montague Expressway.

The Commission noted that staff should provide information to Nextel regarding this location due to a

previous vendor requesting a similar site location for different microwave technology. Nextel noted that it technology should not have any interference with another wireless vendor locating on the same rooftop location.

Nextel noted that is it increasing its antenna placements due to the high demand of its communications technology.

Motion to approve and recommend to the Planning Commission.

M/S D. Gupta/V. Mathur Ayes: 7

6. April Information Services Division Report.

Staff noted that the Information Services Division would have its new Chief Information Officer on board beginning May 22. The April monthly report was provided to the Commission for its review.

Motion to note receipt and file.

M/S B. Anderson/ D. Gupta Ayes: 7

7. Round Table Discussion.

Vice Chair Washburn provided a status report on the city's radio re-license registration project.

Commissioner Ali-Santosa reported on a personnel compliant regarding paging service charges and

change of service providers with limited notice to consumers.

Vice Mayor Lawson noted that the AT&T Cable Store on 1762 Clear Lake Avenue was closed. Staff noted it would have AT&T present at the June meeting to explain the closure.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, June 19, 2000.

**City of Milpitas
Unapproved Minutes
Telecommunications Commission
June 19, 2000**

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, R. Gopalaraoa,
N. Gupta, D. Richerson (Alt #1)

Staff: B. Marion, E. Pasion,

Members Absent: I. Munir, V. Mathur, D. Gupta, B.
Anderson, Ali-Santosa (Alt #2), P.
Peterson,

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff introduced Bill Marion to the Commission as the City's new Chief Information Officer.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/D. Richerson Ayes: 5

**V. Approval of the Minutes
May 15, 2000**

Motion to approve the minutes as submitted.

M/S G. Washburn/R. Gopalarao Ayes: 5

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. AT&T Cable Store Front.

Staff introduced Eddie Garcia and Tom Reed with AT&T Cable Broadband Services. Both were present to provide a status report involving the closure of the Milpitas AT&T cable storefront located at 1762 Clear Lake Avenue.

Mr. Reed provided a brief history of the documented closures beginning in October of 1999 to its pending relocation and lease agreement at Milpitas Town Center.

In October of 1999, AT&T staff working at the 1762 Clear Lake location reported a toxic smell emitting from the ventilation system. Milpitas Fire Hazmat was dispatched to the location and discovered the toxic fumes were emanating from a dental laboratory processing dental molding. The lab's ventilation system was connected to the same ventilation system that was providing air and heat to the AT&T storefront. AT&T staff was instructed by Milpitas Fire Hazmat to contact the City if the toxic order continues to enter the cable store. In December of 1999 Milpitas Fire Hazmat was again

dispatched to 1762 Clear Lake store location and for the same occurrence. AT&T then closed the 1762 Clear Lake location after repeated attempts to have the property owner correct the air ventilation system. AT&T provided information on the closure of the Milpitas storefront and continued to except drop off payments at 1762 location until a new location was found.

Mr. Reed reported that AT&T was in final negotiations with owners of the Milpitas Town Center and would close a lease agreement in June 2000. It is estimated that AT&T would open a new cable storefront in the Milpitas Town Center shopping center by August 1, 2000.

Commissioner Richerson asked if whether AT&T and would be trenching for conduit space for the new cable store. Mr. Garcia noted that AT&T would be locating quad lock conduit to that location.

Motion to note receipt and file.

M/S N. Gupta/ R. Gopalarao Ayes: 5

2. Sprint Installation 380 Fairview Drive.

Steve Burkey, from the City's planning division, provided a summary of Sprint's request to place communications equipment at 380 Fairview Drive. Representatives from Sprint were present to address the Commission's questions.

After review of the project the Commission found the location of the monopole not to have any possible radiation impacts on the surrounding campus and

near-by residential area. The project met similar requirement as in previous request to locate communications equipment of this nature.

Motion to approve and recommend to the Planning Commission.

M/S D. Richerson/ N. Gupta Ayes: 5

3. April Information Services Division Report.

Staff provided the Commission with an update of current projects that Information Services has currently in progress. Chief Information Officer, Bill Marion, provided detailed information of highlighted projects. I.S. staff was implementing the transition from the GTE-Cyrun dispatch system.

Commissioner Richerson asked staff what resources were available to televise the Telecom Commission meetings. Staff noted that it would require additional staff to cover not just the Telecom Commission public meetings but also offer the same televised coverage to all the other Milpitas City commissions. Currently, AT&T provides staff coverage for its City Council and Planning Commission meetings as part of the City's cable television franchise agreement.

Motion to note receipt and file.

M/S G. Washburn/ N. Gupta Ayes: 5

4. Round Table Discussion.

Vice Chair Washburn provided a status report to the Commission on the city's radio re-license registration project for the City's public safety system. Additionally, Mr. Washburn provided a status of the alternate emergency operations center to be located at the new fire-training center in the new fire station one location.

Commissioner Richerson reported that the City should be aware of potential street cut practices being done by operations such as PG&E and Pacific Bell. City staff should be aware of future requests to access the City's right-of-way to install fiber or telecommunications equipment.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, July 17, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
July 17, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, B.
Anderson, P. Peterson, N. Gupta, D.
Richerson (Alt #1), Ali-Santosa (Alt
#2)

I.S. Staff: E. Pasion, M. Schwartz

Members Absent: R. Gopalaraa, Munir, V. Mathur, D.
Gupta,

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff provided a copy of a CPUC report that CIO Bill Marion obtained while attending a public meeting at San Jose State University and wanted to share the information with the Commission.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S G. Washburn/D. Richerson Ayes: 7

V. Approval of the Minutes

June 19, 2000

Motion to approve the minutes as submitted.

M/S P. Peterson/G. Washburn Ayes: 7

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. June Information Services Report

Staff provided a summary of technology projects currently in progress within the City of Milpitas.

Information Services is implementing an software update to it GIS mapping project by improving the resolution reading quality of the program.

Mattias Schwartz, Information Services Network Manager, was present and provided a brief summary of the current activities involving the City telecommunications network.

Motion to note receipt and file.

M/S N. Gupta/ D. Richerson Ayes: 7

2. Round Table Discussion.

Staff reiterated the main purpose of the CPUC report was that public discussion and input was being taken regarding the issues involving customer service issues with telecommunications services such as paging, cellular and so on. The report was provided to the Commission for possible future discussion.

Vice Chair Washburn provided a brief summary of the City's radio licensing activities involving the Milpitas Fire Department, Police and Public Works.

Commissioner Richerson reported on the issues involving USA street surveys within the City of Milpitas and the importance of preserving the City's streets and rights-of-way from the wave of fiber optic installation requests.

I.S. Staff Mattias Schwartz provided additional information on the departments use of GIS technology as it involves tracking the installation of fiber optic cables and conduit within Milpitas. By having this data on file, city staff will be able to track and implement cost effective planning to installing future fiber conduit and cables to the city's benefit.

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, August 21, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
August 21, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir,
V. Mathur, D. Gupta, N. Gupta, D. Richerson (Alt #1),
Ali-Santosa (Alt #2)

I.S. Staff: B. Marion, E. Pasion

Members Absent:

R. Gopalaraa, B. Anderson, P. Peterson

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Chair Alcorn reminded the Commission of the upcoming open house for the new Fire Station One on August 25, 2000. On another matter, Chair Alcorn noted to the Commission e-mail is the best method of getting messages to him for future reference.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/V. Mathur Ayes: 8

V. Approval of the Minutes July 17, 2000

Motion to approve the minutes as submitted.

M/S N. Gupta/V. Mathur Ayes: 8

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Customer Service Impact Utility Services.

Commissioner Richerson reported on several recent service outages affecting a section of the Milpitas community. Several homes in the neighborhood of Yosemite and Carnegie were subjected to a second electrical power surge that damaged home appliances beyond repair. When the incident happened there were utility trucks from Pacific Bell, AT&T Cable Services and P.G. & E in the area where the power outage occurred. Commissioner Richerson was asked by one of the residents what recourse the individual resident had in dealing with utility companies like Pacific, Gas and Electric.

At the August 15, 2000, council meeting, residents also reported this to the Mayor and City Council. The Mayor requested that the City Manager investigate the matter further with P.G. & E.

CIO Marion report that on August 17, 2000, a portion of the Great Mall also was affected by a electrical outage that left City Hall without power for half the day which added to the City's need get an answer from the utility company.

Commissioner Richerson suggested that the Commission consider have representatives from all the utility providers to give report on what is being done to prevent future outages and to give residents information on what can be done another power outage occurs.

CIO Marion noted that a staff report is being developed and that the information will be made available to the Commission once it is completed. Commissioner Richerson added that a report from the Milpitas Fire Department will also add more information to this matter. Furthermore, CIO Marion noted that majority of the regulatory duties are overseen by the California Public Utilities Commission.

Chair Alcorn suggested before pursuing this matter further that the Commission be given the opportunity to review the reports once city staff has completed it findings and suggested that it review this item at the September meeting.

Motion to note receipt and file.

M/S G. Washburn/V. Mathur Ayes: 8

2. July Information Services Report.

Staff provided a summary of technology projects currently in progress within the City of Milpitas.

CIO Marion noted that it recently hired customer service manager will not start for several more weeks due to an injury. Information Service did hire

Mary Gossman who oversee the 911-system implementation and plan permitting system.

Information Services staff will also present its upgraded GIS mapping technology to the planning commission later in the week. A presentation will also be made the Commission at a future meeting as well updated GIS CD's for the group.

The new GIS software technology will allow for greater flexibility and usage throughout city departments.

Motion to note receipt and file.

M/S N. Gupta/V. Mathur Ayes: 8

3. E-Commerce Presentation.

Staff reported that it has review presentations from six vendors interested in providing the City with a electronic commerce feature to its operations. An RFP will be made public in September and selection should be made by November with a completion of May 2001. By this time the city's website will also be brought in-house for security purposes.

The city will absorb the fee cost allowing the end user an opportunity to use the e-commerce solution.

Motion to note receipt and file.

M/S G. Washburn/V. Mathur Ayes: 8

4. Round Table Discussion.

Vice Chair Washburn provided a brief summary of the City's radio licensing activities involving the Milpitas Fire Department, Police and Public Works. Licenses and invoices for the city radio frequencies are being processed. Letters from San Ramon Valley Fire have also been received.

Commissioner Richerson noted that he toured that Milpitas Police mobile command center and was impressed with the technology that it was stocked with. He also noted that he working with Police and Fire on gathering information and cost in placing a remote camera on the Crown Plaza rooftop that the City would control.

CIO Marion noted that the CAD-RMS system has been completely converted back several upgraded features allowing Police, Fire and Dispatch to maintain its operations.

Chair Alcorn asked if the Commission could hold a future meeting at the Public Work building and work a field trip of the operations of Information Services. Staff would work out the details for a meeting in September.

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, September 18, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
September 18, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, R. Gopalaraa, B. Anderson, P. Peterson, D. Gupta, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

City Council: J. Lawson---I.S. Staff: B. Marion, E. Pasion

Members Absent: V. Mathur, N. Gupta

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reported that the new customer service manager and the new deputy CIO have started work with Information Services. Full staffing for Information Services is nearly complete.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/V. Mathur Ayes: 8

V. Approval of the Minutes
August 21, 2000

Motion to approve the minutes as submitted.

M/S N. Gupta/G. Washburn Ayes: 8

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Master Plan Review: Network Upgrade.

CIO Marion introduced Network Manager Matthias Schwarz who would provide an overview of the City's network infrastructure.

Mr. Schwarz presented the current layout of the City's network infrastructure detailing fiber optic connectivity and end equipment placements throughout the City. He also provided a summary report involving the various phases of implementation of the 1995 Milpitas Telecommunications Master Plan.

Staff is currently reviewing upgrade costs to the city's telecommunications network. There are several areas within the network that require connectivity and staff is looking at the possibility of working with third-party vendors to complete the city's telecommunications network.

Staff will present its solutions and recommendations to the Commission for additional input at its October meeting.

Motion to note receipt and file.

M/S G. Washburn/D. Richerson Ayes: 9

2. August Electrical Outage Report.

CIO Marion noted that PG&E has accepted that claims submitted by the Milpitas residents at the August 15 City Council meeting involving damage to home appliances and outlets due to electrical surges.

Staff has researched the CPUC's website and found helpful information that Milpitas residents can use for future reference involving utility complaints. The list provided to the Commission can be tailored to focus on Milpitas residential needs.

Motion to review the proposed Milpitas-PUC information list provided by the CIO and implement within one workweek and post on the City's website.

M/S D. Gupta/ G. Washburn Ayes: 9

3. August Information Services Report.

Staff reported that during August it has reviewed current payments made to the City involved leased conduit being used by private industry. Information Services is reviewing the availability of conduit that may also be leased.

CIO Marion distributed copies of the GIS base map

project with updated software attachment allowing users to view parcels at one-quarter foot resolution. Currently, the City's planning and engineering department are using the software. A public version will eventually be made available with fewer features.

Motion to note receipt and file.

M/S G. Washburn/D. Gupta Ayes: 9

4. Round Table Discussion.

The CIO invited the Commission to tour the Fire-Police Dispatch center. The Commission was given a tour of the facility and given an introduction to the interim CAD-RMS software that Information Services implemented earlier this year.

Vice Chair Washburn provided a brief summary of the City's radio licensing activities involving the Milpitas Fire Department, Police and Public Works. The City Council will be receiving a lease request from Nextel Communications to locate an antennae at Fire Station One, at its September 19, 2000, meeting. If approved the Commission will then review the application at a future meeting. Several radio licenses were being reapplied but should not affect the continued use of the radio frequencies.

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, October 16, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
October 16, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, I. Munir, R.
Gopalara, P. Peterson, D. Gupta, D.
Richerson (Alt #1), G. Ali-Santosa (Alt
#2)

I.S. Staff: B. Marion, M. Schwarz, E. Pasion

Members Absent: B. Anderson, V. Mathur, D. Gupta

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No Staff announcements.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/G. Washburn Ayes: 8

V. Approval of the Minutes
September 18, 2000

Motion to approve the minutes as submitted.

M/S N. Gupta/G. Washburn Ayes: 8

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

**1. Antenna Installation Request; Fire Station One
Nextel Communications**

Dave Tilley from the city's planning division provided a summary of the Nextel antenna installation. Vice Chair Washburn also provided additional information to the project as to the type of communications monopole and its relation to the city's emergency operations.

Representatives from Nextel noted that the Fire Station One complex was its first choice in locating the monopole when it brought the proposal to the city.

Commissioner Santosa asked about the location of the antennas to the second floor of the fire station and if it had possible hazardous exposure by fire staff. Vice Washburn noted that the location of the antennas is far above any direct exposure to the Nextel panels and that it would not be an issue.

Commissioner Richerson added that he was supportive of the Nextel monopole installation because it made good business sense of utilizing both private and city resources to benefit both parties.

Motion to approve to the Planning Commission.

M/S D. Richerson/N. Gupta Ayes: 8

2. Antenna Installation Request; Crown Plaza Hotel
Rooftop XM Satellite Radio, Inc.

Dave Tilley from the city's planning division provided a summary of the XM radio antenna installation. XM Inc. would be providing a satellite to radio entertainment broadcast technology, which would be far superior to existing FM radio technology. The FCC has granted XM Inc. an experimental license to operate its technology.

Its location on the Crown Plaza would be situated in an existing dummy site from another wireless provider currently in place. Vice Chair Washburn asked if the site management operation for the Crown Plaza had conducted an assessment of the existing operators. A representative from XM Inc. noted that such an assessment had been completed and that the hotel's roof management was very helpful in providing location space.

Motion to approve to the Planning Commission.

M/S G. Washburn/D. Gupta Ayes: 8

3. Antenna Installation Request: MUSD Corp. Yard
Cellular One.

Jolenlyn Whells from the city's planning division provided a summary of the Cellular One monopole installation.

The request was to install a 50-foot monopole to house three cellular repeater panels and eventually support future expansion of the Cellular One communications network. The monopole would be located on the property of the Milpitas Unified School district corporation yard at 1585 Roger Street.

The school district currently has two 150-foot radio towers located on the property.

Commissioner Richerson was concerned about Cellular One's monopole placement in close proximity to a residential neighborhood and did not feel this was an appropriate use for this location.

Motion to approve to Planning Commission

M/S	R. Gopalaraa/D. Gupta	Ayes: 7
	D. Richerson	Nayes: 1

4. Master Plan Review: Network Infrastructure Upgrade Report II.

The CIO presented to the Commission a report on the second part of the infrastructure upgrade, which included cost saving measures that, would work to the City's advantage.

Staff was recommending that TCP/IP would be beneficial and cost-effective to the city's overall information technology operations in the long haul.

Motion to recommend the staff report to the City Council for consideration of approval.

M/S	D. Richerson /R. Gopalarao	Ayes: 8
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5. September Information Services Report.
The CIO provided a brief summary of several technology projects currently in progress as outlined in the monthly Information Technology report for the month of September.

Motion to note receipt and file.

M/S G. Washburn/ R. Gopalarao Ayes: 8

6. Round Table Discussions.
Vice Chair Washburn reported that the licensing for the alternate E.O.C. for fire station one is nearing completion.

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, November 20, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
November 27, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, , P. Peterson,
B. Anderson, V. Mathur, D. Gupta, N.
Gupta,
D. Richerson (Alt #1), G. Ali-Santosa
(Alt #2)

I.S. Staff: B. Marion, E. Pasion

Members Absent: I. Munir,
R. Gopalaroa

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No Staff announcements.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S G. Washburn/D. Richerson Ayes: 9

V. Approval of the Minutes

October 16, 2000

Motion to approve the minutes as submitted.

M/S D. Richerson /G. Washburn Ayes: 9

VI. Citizen's Forum

No comments taken.

VII. Continued-New Business:

1. Antenna Installation Request; Crown Plaza Hotel
Reflex Communications

Frank Guido from the City's Planning Staff introduced Dennis Schols with Reflex Communications. Reflex is seeking to install wireless communications equipment to provide high-speed Internet DSL service to apartment complexes and homeowners. The 15 transmitters would be located on the rooftop of the Crown Plaza Hotel at 777 Bellevue Drive.

The Commission questioned the lack of information being provided for review.

Vice Chair Washburn requested more technical information about this project. He could not approve the project without having a third party review the technology for its work place safety compatibility. The Commissioners suggested that the vendor get a third party to certify the radiation safety and have a study of the technology be submitted.

Chair Alcorn requested that a subcommittee consisting of Vice Chair Washburn and staff work

with representatives from Reflex to provide additional information for review.

Motion to approve with the condition that Reflex Communications provide the following information; FCC License for use, OEM citing approval of operation of equipment and a third party evaluation radiation study of the proposed equipment; all for review prior to the Planning Commission's meeting of December 13, 2000.

M/S G. Washburn/D. Gupta Ayes: 9

2. Encroachment Agreement with MFS, Information Report

CIO Bill Marion provided a report on the current agreement with the City and Metropolitan Fiber Systems seeking it access Pacific Bell fiber conduit.

Staff is working on several fiber optic projects of a similar nature. The City is working with interested telecommunications vendors seeking to gain access of the city's right-of-way to install conduit.

Staff is working on a uniformed document to help streamline the permitting process for future encroachment requests to the city's streets.

Motion to note receipt and file.

M/S B. Anderson/ N. Gupta Ayes: 9

3. October Information Services Report.

The CIO provided a brief summary of several technology projects currently in progress as outlined in the monthly Information Technology report for the month of September.

Motion to note receipt and file.

M/S G. Washburn/ R. Gopalarao Ayes: 9

4. Round Table Discussions.

Vice Chair Washburn reported that the licensing for the alternate E.O.C. for fire station one is nearing completion. Suggested that at a future meeting that Ch. 14 KDTV be summoned to attend a Telecom Commission meeting to explained the voter problems.

VIII. **Adjournment of Meeting**

Chair Alcorn adjourned the Commission to the next meeting of Monday, December18, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
February 28, 2000

I. Call to Order & Roll Call:

Chair Alcorn called the meeting to order.

Members Present: A. Alcorn, G. Washburn, B. Anderson, I. Munir, P. Peterson,
R. Gopalaraa, D. Gupta, D. Richerson (Alt #1),
G. Ali-Santosa (Alt #2)

City Council: J. Lawson, Staff: S. Gooding, E. Pasion,

Members Absent: N. Gupta, V. Mathur

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff made No announcements.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S G. Washburn/P. Peterson Ayes: 9

V. Approval of the Minutes
January 24, 2000

Chair Alcorn requested a clarification on the motion of the nomination of Vice Chair Washburn for the record.

Motion to approve the minutes as amended.

M/S B. Anderson/R. Gopalarao Ayes: 9

VI. Citizen's Forum

Planning Commissioner Cliff Williams invited the Telecom Commissioners to attend a future meeting of the Milpitas Midtown Specific planning sessions. He also recommended to the Commission that it should consider reviewing, at a future meeting, the current state of the City's Telecommunications Master Plan and City's internet web site.

VII. Continued-New Business:

1. Cellular One Antennas Installation

Staff introduced Marina Rush with the City's Planning Division. A representative from Cellular One was available to answer the Commission's questions.

Cellular One was proposing to install cellular communications equipment on the rooftop of an existing building at 931-941 Cadillac Court. The communications equipment would also be shelter and fully screened from view.

Vice Chair Washburn asked if Cellular One was installing a site for analog and digital signals. Cellular One confirmed this fact.

Commissioner Richerson noted that Cellular One provided helpful information in the questionnaire.

Commissioner Gopalarao asked if there would be other locations proposed in the Milpitas area. Cellular One could not predict if any new locations would be requested at this time.

Chair Alcorn asked if the placement to the Cellular One antennas at this location would provide greater coverage in the area. Cellular One noted that the signal only cover a half mile radius.

The Commission requested to staff to provide an updated map detailing the existing wireless providers located within the Milpitas area.

Motion to recommend for final approval to the Planning Commission.

M/S G. Washburn/D. Gupta Ayes: 9

2. Sprint PCS Antenna Location

Staff introduced Marina Rush with the City's Planning Division. A representative from Sprint PCS was available to answer the Commission's questions.

Sprint PCS was proposing to install cellular communications equipment on an existing Pacific Gas & Electric tower located at 400 South Hillview Drive. Sprint PCS provided image simulations of the proposed location and details of the placement of six wireless communications antennas and support equipment. Placement of the antennas would place at 58 feet above the ground.

Vice Chair Washburn asked for clarification from the representative from Sprint PCS. The questionnaire gave multiple answers to the project. Sprint PCS noted that question 2 was multiple channels, question 3 was a narrow band technology and question 7 was 58' feet.

Commissioner Richerson requested clarification regarding the center of radiation and angle of radiation. Vice Chair Washburn provided a brief summary of the technology being applied to the South Hillview Drive location.

Commissioner Ali-Santos questioned whether there was any major risk involved for maintenance worker accessing the tower. Sprint PCS noted

that the radiation exposure to the communications equipment meets CAL-OHSA and FCC radiation exposure health standards.

Motion to recommend for final approval to the Planning Commission with an updated letter of changes recommended by the Telecommunications Commission.

M/S G. Washburn/D. Gupta Ayes: 9

3. Metricom Panel Antenna Location

Staff introduced Marina Rush with the City's Planning Division. A representative from Metricom was available to answer the Commission's questions.

Metricom was proposing to install 24 communications panels and equipment cabinets on the rooftop of the Crown Plaza Holiday Inn at 777 Bellew Drive.

Vice Chair Washburn continued with a review of the proposed technology deployment by Metricom Communications. A representative gave an analysis of the site detailing the technology being proposed on the Crown Plaza Hotel rooftop.

Motion to recommend for final approval to the Planning Commission with the condition that the data and be reported separately for the 900 Mhz technology and 2.4 Ghz technology for the Commissions records.

M/S G. Washburn/D. Gupta Ayes: 9

4. AT&T Technical Report

Item Continued to the March 20 meeting.

5. January-December I.S. Activity Report

Scott Gooding, Acting Chief Information Officer, reported to the Commission on the status of the GTE Public Safety renegotiations. The GTE product has not been designed as originally planned. The City has not paid for the GTE product except for the 10% execution of the contract. The City is seeking to find a new established operation to replace the current product.

GIS is being prepared and will be in operation shortly. Examples of the GIS images of the Milpitas community will be presented to the Commission at a future meeting.

Staff also reported that the Planning Division has kept a map plotting the locations of every wireless communications provider within the Milpitas community. Staff would need to work with the planning department to get an updated map for the Commission's information.

Note receipt and file.

M/S G. Washburn/R. Gopalarao Ayes: 9

6. Round Table Discussion

Vice Chair Washburn discussed the current status of the City's radio channel licenses and new licenses being obtained for the alternate emergency operations center at the new fire station one at 777 South Main Street.

Chair Alcorn thanked Vice Chair Washburn for the dedicated work in overseeing the City's radio communications operations.

Commissioner Richerson reported on the current status of the personal security of information on the AT&T @Home service and provided a handout to the Commission.

Acting CIO, Scott Gooding, noted that the City's Firewall is in full operation and its data and information was secure.

VIII. Adjournment of Meeting

Chair Alcorn adjourned the Commission to the next meeting of Monday, March 20, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
September 20, 1999

I. Call to Order & Roll Call:

Vice Chair Washburn called the meeting to order.

Members Present: G. Washburn, N. Gupta, D. Gupta, P. Peterson, A. Alcorn
and B. Anderson

City Council: J. Lawson

Staff: S. Gooding, E. Pasion

Members Absent: J. Fortin and R. Gopalaroa

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff reported to the Commission that Liza Lowery had resigned as CIO with the City of Milpitas. She has accepted a position with the City and County of San Francisco as their new director of the Department of Telecommunications and Information Services. GIS Manager, Scott Gooding, will be serving the City of Milpitas as acting CIO and Public Safety project manager, Karen Marcel, will be serving the City as Deputy CIO.

Vice Chair Washburn requested staff to confirm the resignation of Jeff Fortin from the Commission.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S N. Gupta/B. Anderson Ayes: 6

V. Approval of the Minutes:

August 16, 1999

Motion to approve the minutes as submitted

M/S A. Alcorn/B. Anderson Ayes: 6

VI. Citizens Forum:

Mr. Dave Richardson, 1920 Yosemite Drive, asked if the Commission had been given any information on new appointments to serve on the Telecommunications Commission.

VII. New Business:

1. ATT-Cable Service Report

AT&T Government Affairs Director, Eddie Garcia, and AT&T General Manager for the Silicon Valley area, Dave Walton, were present to address the pending channel line up changes.

Mr. Garcia reassured the Commission that AT&T was committed to providing quality cable television and internet service to the Milpitas community. Regarding the cable channel 6 repositioning on September 22, AT&T will be advertising the new cable line up changes through mail out fliers, newspaper advertisements, and cross promotion advertisements through its local and regional cable channels. Additionally, AT&T would offer to offset the cost of reprinting office supplies with the City's channel identification and logo.

Once the channel repositioning is complete, KICU channel 36, will run 30 second advertisements about the access channel changes throughout the month of September and October.

Commissioner Gupta asked where the De Anza College/NASA Select

channel would be located. Mr. Garcia distributed copies of the new AT&T channel line-up and reported that De Anza College will be moved to channel 25.

On another matter, Vice Chair Washburn and Commissioner D. Gupta asked AT&T the status of the citywide home grounding project. Citizens' complaints were gathered regarding the matter of home grounding work being conducted by a third-party contractor. Mr. Garcia reported that the home-grounding project was mostly completed in Milpitas. As for the third-party contractor issues, AT&T has met with its contractor and will inspect the work completed and check for workmanship.

Regarding AT&T's @Home Internet service, Mr. Richardson presented to the Commission his report detailing the level of service being provided by the company. Mr. Richardson added that the Internet service has been stable and reliable since the start of September. Mr. Garcia noted that AT&T is aware of the service outages that customer of @Home experienced during the past several months. AT&T will re-launch the @Home product once the product has been tested thoroughly by their engineers. Mr. Garcia added that AT&T is also aware of the perception that the public has of its past as TCI and is committed to providing quality customer service as its bottom line.

Note receipt and file

M/S A. Alcorn/D. Gupta Ayes: 6

2. Y2K Update and Report

Staff presented to the Commission its monthly Y2K project report and provided an updated version of the Y2K Wise video.

The updated video will also be presented to the City Council at its Tuesday, September 2, meeting. The public will be shown the video through scheduled times on cable channel 15 throughout September and October which will lead up to the Y2K community meeting on October 21

at the Milpitas Community Center.

Representatives from the city and private industry will be present to update the community on Y2K projects.

Motion to note receipt and file.

M/S D. Gupta/N. Gupta Ayes: 6

3. Residence Requirements

Staff provided a summary of the City Council discussions made during the September 7 meeting regarding the requirements of "residency" to serve on any city commission.

Vice Mayor Lawson noted that no official position has been given by the City Council. They are researching what the other city commissions may have in their by-laws before any additional recommendations are considered.

Staff provided copies of the Telecommunication Commission by-laws and it has no specific requirement for "residency" within the Milpitas community. The City Attorney's Office will be given a copy of the Commission's by-laws to review and provide an opinion.

Vice Chair Washburn suggested the Commission create a subcommittee to review the by-laws and see if any changes are needed at all. The Commission's by-laws should be inclusive overall.

Motion to recommend the following 1) That CAO review Commission's by-laws allowing non-residential members that serve the best interest of the City, 2) Review and recommend a permanent school board seat on Commission, 3) Review attendance record of Commission.

M/S A. Alcorn/N. Gupta Ayes: 6

4. August I.S. Division Activity Report

Staff provided copies of the August Information Services report to the Commission for review.

Acting CIO Gooding noted that the City's emergency operations center would be receiving software upgrades to its computers. The software upgrade will give data exchange functionality between the dispatch center computers and the emergency operations center computers.

Staff also noted that the city's web site is in the process of redevelopment. I.S. has selected a project manager to begin working on the Milpitas website redesign.

Motion to note receipt and file.

M/S N. Gupta/B. Anderson Ayes: 6

5. Round Table Discussion

Vice-Chair Washburn noted that the County has tested its backup generators for extended time periods and inquired if the City has done similar tests.

Commissioner Alcorn was interested in observing the EOC operations on December 31. Staff would need to see if the EOC director is allowing outside observers during the activation period.

Commissioner Dinesh Gupta asked what could the Commission do to give an award to a city employee. An individual staff member can be given a letter of commendation but no monetary gifts cannot be given.

VIII. **Adjournment of Meeting**

Vice-Chair Washburn adjourned the Commission to the next meeting of October 18, 1999.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
December 13, 1999

I. Call to Order & Roll Call:

Acting Chair Washburn called the meeting to order.

Members Present: G. Washburn, N. Gupta, A. Alcorn, B. Anderson, V. Mathur, I. Munir, R. Gopalara, D. Gupta, D. Richerson (Alt #1),
G. Ali-Santosa (Alt #2)

Staff: S. Gooding, E. Pasion, I. Randall

Members Absent: P. Peterson

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

No announcements from Staff.

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S B. Anderson/N. Gupta Ayes: 8

V. Approval of the Minutes

November 15, 1999

Motion to approve the minutes as submitted.

M/S N. Gupta/A. Alcorn Ayes: 8

VI. Citizens Forum:

No comments taken from audience.

VII. Continued-New Business:

1. Nextel Antennas Installation

Staff provided a brief summary by a request from Nextel wireless communications to install eight panel antennas at an existing building rooftop at 1101 Cadillac Court, Milpitas.

The applicant submitted renderings of the proposed site as well as provided documentation that the technology being deployed meets ANSI radiation and FCC frequency standards. Representatives from Nextel communications were present to answer the Commission's questions.

Acting Chair Washburn noted to Staff that the questionnaire that the planning division provides to the applicants requires a revision. Question 3 and 6 needs to address the specific type of the radiation technology.

Commissioner Ali-Santosa asked if the Nextel antennas were positioned too closely to the some adjacent homes. Acting Chair Washburn noted that the Nextel antennas met certain ANSI and FCC operational and radiation standards. Additionally, the antennas would be place 100 feet above the ground and would not be in the foot path of pedestrian traffic.

Motion to recommend for final approval to the Planning Commission.

M/S G. Washburn/D. Gupta Ayes: 8

2. I.S. Staff Recognition Awards

Staff recommended to the Commission that it consider holding luncheon in recognizing individual Information Services staff rather than inviting them to an evening meeting.

Staff would be bringing a recommendation to the Commission at its January meeting for consideration of a Friday I.S. recognition luncheon.

Motion to accept the Friday luncheon.

M/S N. Gupta/A. Alcorn Ayes: 8

3. November I.S. Division Report

Staff provided a review of the November Information Services report.

Acting CIO Scott Gooding reported that the City's Public Safety project has been fast-tracked for completion. The vendor and the city have worked on a program to expedite the completion of the project. The Public Safety portion will have functionality and will not be effected by any possible Y2K transition glitches.

Commissioner Alcorn asked on the status of the implementation of online Smart Permitting. Staff reported that it is currently reviewing what is being tested by the other agencies in Santa Clara county and will only consider what will work be best for the City of Milpitas.

Staff also reported that it would provide demonstration of the City's G.I.S. mapping technology at its next meeting January. Motion to note receipt and file

M/S B. Anderson/N. Gupta Ayes: 8

4. Round Table Discussion

Commissioner Alcorn provided a handout regarding cost effective G.I.S. mapping technology. He also reiterated his interest to begin discussion on the redesign of the City's web site.

Commissioner Richerson reported that he has experience no major problems with the AT&T @Home service and it related customer service issues.

Acting Chair Washburn requested Staff to provide a status report on the 800 Mhz radio channel issue, the Crown Plaza rooftop letter, the AT&T cable letter of customer service and Frazier Peak property issue. Staff would agendize these items for discussion at their January meeting as requested.

VIII. **Adjournment of Meeting**

Vice-Chair Washburn adjourned the Commission to the next meeting of Monday, January 24, 2000.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
November 15, 1999

I. Call to Order & Roll Call:

Vice Chair Washburn called the meeting to order.

Members Present: G. Washburn, N. Gupta, P. Peterson A. Alcorn, B. Anderson, V. Mathur, I. Munir, D. Richerson (Alt #1), G. Ali-Santosa (Alt #2)

Staff: S. Gooding, E. Pasion, I. Randall, and P. Whitnell City Attorney's Office

Members Absent: R. Gopalaraoa, D. Gupta

City Council: J. Lawson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff announced that the City Council has appointed four new members to serve on the Telecommunications Commission. The new members appointed are: Vishnu Mathur, Idrees Munir, Dave Richerson (Alt #1) and Gunawan Ali-Santos (Alt #2)

IV. Approval of the Agenda:

Motion to approve the agenda as submitted.

M/S B. Anderson/N. Gupta Ayes: 7

**V. Approval of the Minutes
October 18, 1999**

Motion to approve the minutes as submitted.

M/S N. Gupta/A. Alcorn Ayes: 7

VI. Citizens Forum:

No comments taken from audience.

VII. Continued-New Business:

1. City of Pasadena FCC Petition

Patrick Whitnell with the City Attorney's Office provided a summary of the City of Pasadena's petition request to the Federal Communications Commission (FCC) clarifying the cable industry's practice of passing franchise fee revenues on to cable television subscribers that were received from "non-subscriber" services such as advertising and home shopping channels. Cable franchise authorities are allowed by federal law to impose franchise fees up to 5% on gross revenues.

After reviewing a monthly statement from a Milpitas cable subscriber, it was found that AT&T is not passing-through franchise fees to Milpitas customers for "non-subscriber" services at this time.

Staff is requesting the Commission and City Council to submit a letter of supporting the City of Pasadena's petition to the FCC.

Motion to recommend to the City Council to support a letter on behalf of the City of Pasadena petitioning the FCC.

M/S G. Washburn/B. Anderson Ayes: 7

2. @Home Internet Ordinance Review

Staff presented to the Commission the City of Fremont's @Home customer service standards ordinance. Eddie Garcia, AT&T Government Affairs Director was available to answer any questions from the Commission.

Acting Chair Washburn noted that the key issues involving Fremont's @Home ordinance involved four main issues: responding to telephone and e-mails; installation and servicing of the @Home product; billing and payment other than credit cards and reliability standards similar to that of the existing cable television standards. Staff added that the City of Milpitas' cable television franchise has an established customer service ordinance that was agreed upon when the franchise was transferred from South Bay Cablevision to TCI Cable.

Mr. Garcia noted that AT&T will comply with the City's request. He added that the existing Milpitas customer service standards were designed very well and already address the issues that the Fremont @Home ordinance has in place. Mr. Garcia would recommend to AT&T superiors that a letter be developed recognizing that the @Home internet product is part of the cable services and would adhere to the similar customer service standards applied to their cable television product. Billing for the @Home service is still separate from AT&T cable service.

Commissioner Alcorn noted he is reluctant to proceed in reopening the City's cable franchise at this time.

City Attorney Whitnell noted that the City does not need to reopen discussion of the franchise at this time to discuss issues involving the cable franchise and that the City should discuss the offer of a letter of compliance with AT&T.

Commissioner Richerson added that AT&T should clarify that cable and Internet service operates as part of the cable franchise.

City Attorney Whitnell noted that AT&T will have competition in RCN broadband services. Mr. Garcia added to that fact AT&T is aware of its competition and will do it best to offer better services to its existing and future customers. He reiterated the fact that he would continue to provide quarterly reports to the Commission.

Motion to except AT&T's offer to a document addressing the issues of customer service involving its @Home product, multiple payment and single billing modes, @Home and third party competitive service providers and customer service reporting.

M/S G.Washburn/A. Alcorn Ayes: 7

3. December Meeting Schedule

Staff requested the Commission to consider moving its next meeting date to either December 6 or 13 in consideration of the upcoming holiday schedule.

Motion to move the next Commission meeting to Monday, December 13

M/S N. Gupta/A. Alcorn Ayes: 7

4. October I.S. Division Report

Staff provided a review of the October Information Services report.

Scott Gooding, Acting CIO, noted that Information Services has planned to cut over to the new Computer Aided Dispatch (CAD) system on Monday, November 22. Information Services has also established an Internet firewall that will allow for greater security for future e-commerce transactions with the City.

Motion to note receipt and file

M/S N. Gupta/P. Peterson Ayes: 7

5. Round Table Discussion

Commissioner Alcorn noted that since the City has an Internet firewall in place how soon could the Commission begin discussing changes to the City's web site.

Commissioner Alcorn also asked what is the status of the staff recognition program for I.S. Commissioner Ali-Santosa noted that the recognition of I.S. staff be done on an as recommended basis.

Acting Chair Washburn noted that the proposed W.F.I. contract agreement proposal be reviewed thoroughly when they bring their first request for review to the Commission.

Regarding the City's 800-megahertz radio channel, staff should make every effort not to let the license pass. The channel can be used again by another city division for radio communications. Additionally, he asked if any progress has been made regarding a letter with Holiday Inn Crown Plaza as to whether an agreement exist with the City to maintain it radio antennas on the rooftop.

Staff noted that it has contacted representatives with the Crown Plaza Holiday Inn and they have agreed to draft a letter of support regarding the City's radio antennas. A copy of the letter will be sent to City Hall.

Commissioner Alcorn reported that he has contacted Cecil Williams, EOC Director, regarding the December 31 event and that he will be able to observe the operations.

Commissioner Richerson noted that he received a copy of the by-laws and policy statements and looks forward to working with the

Commission.

VIII. **Adjournment of Meeting**

Vice-Chair Washburn adjourned the Commission to the next meeting of December 13, 1999.

City of Milpitas
Unapproved Minutes
Telecommunications Commission
October 18, 1999

I. Call to Order & Roll Call:

Vice Chair Washburn called the meeting to order.

Members Present: G. Washburn, N. Gupta, D. Gupta, P. Peterson and A. Alcorn.

City Council: J. Lawson

Staff: S. Gooding, E. Pasion, K. Marcel & I. Randall

Members Absent: J. Fortin, R. Gopalaroa, B. Anderson

II. Pledge of Allegiance:

The Commission recited The Pledge of Allegiance.

III. Announcements:

Staff confirmed that Jeff Fortin has resigned from the Telecommunications Commission and has filed his exit papers with the City Clerk Office.

IV. Approval of the Agenda:

Staff has requested that items 3 and 5 be removed from the Commission's agenda.

Motion to approve the agenda as changed.

M/S N. Gupta/A. Alcorn Ayes: 5

V. Approval of the Minutes

September 20, 1999

Motion to approve the minutes as submitted

VI. Citizens Forum:

Mr. Dave Richerson, 1920 Yosemite Drive, provided to the Commission an outline of service outages involving AT&T's @Home service.

Staff submitted a fax from Milpitas resident Lou Anne McKeefery of 2070 Stratford Drive. She is requesting that the Commission place on a future agenda discussion regarding the City of Fremont's @Home customer service ordinance.

Mr. Gunawan Ali Santosa of Milpitas introduced himself as a future candidate to serve on the Commission.

VII. Continued-New Business:

1. Wireless Facilities Inc. Presentation

David Tilley from the City's Planning Division introduced representatives from Wireless Facilities Inc. (WFI)

Cindy Leinart, WFI Leasing Manager, Bryce Bregen, WFI Technical Sales Support Manager and Robert Pettycrew, Site Acquisition Specialist, provided the Commission with a summary of its wireless internet communications product. Its services is primarily focused on providing high speed internet connectivity to large campus businesses in Santa Clara County.

WFI plans to deploy its product in Milpitas. They would like to work with city staff and the Commission in creating an approval template to help expedite the process. The group will return back to the Commission at a later date requesting formal approval for installation of its product.

Vice Chair Washburn noted that the Planning Commission will be responsible for issues of aesthetics and the Telecom Commission will be

reviewing issues involving radiation and ANSI standards compliance.

Note receipt and file

M/S A. Alcorn/D. Gupta Ayes: 5

2. Pacific Bell Wireless Installation Request

David Tilley from the City's Planning Division introduced representatives from Pacific Bell Wireless.

Pacific Bell Wireless requested to install multiple communications panels at 642 Barber Lane. The proposed installation would involve three panel antennas, 13 dummy antennas and two equipment cabinets.

Vice Chair Washburn noted that although he did not have any outstanding issues with the project he did recommend that a new letter of compliance and planning questionnaire be resubmitted. The engineering letter submitted with the application was a general technical outline involving Pacific Bell's product and did not address any specific issues involving the requested Milpitas location at 642 Barber Lane. Additionally, the questionnaire did not reconcile with the information being presented before the Commission.

Motion to approve the project with condition that a new letter of compliance of ANSI standard be forwarded to the Planning Commission addressing the 642 Barber Lane location.

M/S N. Gupta/A. Alcorn Ayes: 5

3. Sprint Installation Request

Item continued until further notice.

4. Public Safety Projects Report

Acting Deputy CIO Karen Marcel reported on the status involving the City's Public Safety implementation projects.

Ms. Marcel reported that the City's emergency service operations would be operable regardless of any Y2K problems. With that, Information Services and Public Safety will be implementing key phases to the public safety projects. First phase of the mission critical applications involving CAD, Police records management system and mobile systems is targeted for October 29, 1999. Second phase of the Fire records management system is targeted for December 1, 1999. Third phase involving the City's Fire Mobile deployment is scheduled for February 1, 2000.

Training schedules have been arranged with personnel in Police, Fire and Dispatch to familiarize and train on the various components of the new records management system.

GTE has reported to Information Services that there would be a 4-5 week delay in receiving the equipment. I.S. has created a compressed schedule to implement the project on November 11, 1999.

The Police SLETS/CLETS computer interface will be also limited to improvements. This is due to a demoted connection to the Santa Clara County Sheriff's Office in which no upgrade is planned until 2001. The city's plan will be to implement its system regardless of the county's technology.

Ms. Marcel also added that the completion of implementation and training of the Public Safety systems for the Police and Fire would have multiple prescribed dates as outlined in the overhead presentation and handouts provided to the Commission.

Vice Chair Washburn added that the Police and Fire should not abandoned the existing radio data channels that emergency services

currently use and should be reserved for alternative future uses by the City.

Motion to note receipt and file.

M/S D. Gupta/N. Gupta Ayes: 5

5. Residency Requirements Report

Discussion Item continued.

6. September I.S. Division Report

Staff provided a review of its monthly activity report. Commissioner Alcorn noted that another staff member has resigned for a new position elsewhere. He wanted to know what the Commission can do to recognize the Information Services staff for the work that goes largely unnoticed by Milpitas community.

Action CIO Gooding noted that the staff in Information Services log a tremendous amount of work hours each week to maintain the City's various telephony and computer systems and to provide quality service in to all city divisions. Mr. Gooding made note that Telecommunications Manager, Ivan Randall and System Administration Managers, Mike Luu and Mike Rocha log the largest amount of hours overseeing and maintaining the City's computer systems on a continuous basis.

The Commissioners suggested that it present commendations to recognize staff in information services for the high level of quality work being provided to the city division and to the community on a daily basis.

Vice Mayor Lawson suggested that the Commission work with staff to draft a document and procedure selection for a commendation for the

Commission to review to recognize staff from Information Services as it is necessary.

M/S N. Gupta/A. Alcorn Ayes: 5

7. Round Table Discussion

Commissioner Alcorn was requesting staff to seek permission to attend the EOC activation on December 31, 1999. Again, the goal would be to observe the exceptional work of city staff and possibly produce a news article for the Milpitas Post.

Staff would be contacting Cecil Williams the City's EOC manager on behalf of Commissioner Alcorn.

Commissioner Alcorn asked Vice Mayor Lawson the reason for the consideration of changing Milpitas to a Charter City. The city has initiated a public review panel consider the possibility of changing Milpitas to a Charter City.

Commissioner Alcorn also noted should the Commission vote on a new Chair. Staff noted that Vice Chair Washburn would serve as Acting Chair until January 2000 when the Commission would vote on a new Chair and Vice Chair.

VIII. **Adjournment of Meeting**

Vice-Chair Washburn adjourned the Commission to the next meeting of November 15, 1999.